15928 tournament drive
gaithersburg, md 20877
telephone (301) 921-0800
fax (301) 990-1717
www.arataexpo.com

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming American Planning Association's 2015 National Planning Conference scheduled for April 18-21, 2015 at the Washington State Convention Center in Seattle, Washington.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 9.5% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the American Planning Association's 2015 National Planning Conference. If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

American Planning Association's 2015
National Planning Conference
April 18-21, 2015
Washington State Convention Center
Seattle, Washington

SHOW MANAGEMENT:

Ms. Victoria Marsh
Convention Coordinator
American Planning Association
205 N. Michigan Avenue
Suite 1200
Chicago, IL 60601

Phone: 312-786-6738
Fax: 312-786-6700
Email: vmarsh@planning.org

BOOTH EQUIPMENT:

Each 10' x 10', 10' x 20' and 10' x 30' booth will receive an 8' high backwall draped in blue/white/white/blue. The 3' high siderail drape will be blue. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

EXHIBIT HALL CARPET:

The exhibit hall is not carpeted. Aisle carpet will be blue.

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SHOW FACTS

APA 2015

American Planning Association's 2015
National Planning Conference
April 18-21, 2015
Washington State Convention Center
Seattle, Washington

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive by April 3, 2015 to avoid late fee)

To: **(Name of Exhibitor and booth number)**
For: APA 2015
c/o: Arata Expositions, Inc.
c/o: YRC
12855 48th Avenue South
Tukwila, WA 98168

DIRECT SHOWSITE SHIPMENTS

(Shipments will not be accepted until April 17, 2015

To: **(Name of Exhibitor and booth number)**
For: APA 2015
c/o Arata Expositions, Inc.
c/o Washington State Convention Center
800 Convention Place
South Hall 4A&B
Seattle, WA 98101

SET UP TIMES		
Friday	April 17	8:00am - 5:00pm
Saturday	April 18	8:00am - 4:00pm

SHOW HOURS		
Saturday	April 18	5:15pm - 7:00pm
Sunday	April 19	9:00am - 5:00pm
Monday	April 20	9:00am - 5:00pm
Tuesday	April 21	9:00am - 12:00pm

MOVE OUT TIMES		
Tuesday	April 21	12:00pm - 4:00pm

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American Planning Association's 2015
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Seattle, Washington

EXHIBITOR APPOINTED CONTRACTOR:

If you plan to utilize a firm other than the Official Contractor, you must complete and return the NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR FORM to Arata Expositions, Inc. no later than Friday, March 13, 2015. In addition, a Certificate of Insurance showing General Liability coverage and Workman's Compensation valid in the state of Georgia must also be received by the deadline date.

GENIE LIFTS:

All mechanical equipment on the trade show floor must be under the care, custody and control of Arata Expositions, Inc. This includes forklifts, pallet jacks, genie lifts as well as any other mechanical equipment.

APA RULES AND REGULATIONS:

Please make sure you read and understand all of the APA rules and regulations that pertain to your particular booth space. If you have any questions, please do not hesitate to contact APA or Arata Expositions, Inc.

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HELPFUL HINTS

APA 2015

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

- Read the ENTIRE Exhibitor Service Manual.
- Complete all applicable order forms in their entirety. If you have multiple locations, please complete separate order forms for each location (booth, meeting room, etc.)
- A completed credit card authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure that the credit card information is complete and correct including the expiration date.
- Be sure you return the appropriate forms to the appropriate vendors by the order deadline dates. By submitting your order forms (with full payment) by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. Arata Expositions will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata and communicate them to your carrier. Refer to the special handling page to review the definition of special handling charges. You may want to share this information with your carrier.
- Bring the tracking numbers from all of your shipments as well as contact information for your carrier.
- Put together a trade show survival kit to include in your freight or carry with you, including: a small tool kit, stapler, staples, scissors, tape, pens & markers, and a first aid kit.

SHOWSITE

- A Customer Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need any assistance during the course of the event, you can contact all of the Official Vendors at the Customer Service Center .
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.
- Work Zone: Customer acknowledges that the show site and surrounding areas are active work zones. Exhibitors, its agents, employees, and representatives are present at their own risk.
- If you have any questions or concerns about your final invoice, please be sure to contact the Arata Expositions, Inc. representative at the Customer Service Center before the close of the show. Absolutely no credits will be issued after the show closes.

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than 4:00pm on Tuesday, April 21, 2015 or your freight will be re-routed on the designated show carrier.

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HOW TO PLACE YOUR ORDER

APA 2015

Complete as many of the order forms for furniture**,** carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed. All companies must provide a credit card authorization form with orders.** Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

FORMS TO ARATA EXPOSITIONS, INC.

- Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- Review our PAYMENT POLICY AGREEMENT carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CREDIT CARD AUTHORIZATION ON FILE.** A credit card authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the CALCULATION WORKSHEET.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual.
- Place your order on-line, by mail, fax or email this set of documents to:

Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877
Phone (301) 921-0800
Fax (301) 990-1717
Email drosen@arataexpo.com

FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located in the Exhibitor Service Manual.

ORDERS AFTER THE DEADLINE

If there is still time for forms to reach us by mail, air courier, fax or email, you are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.

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CHARGE AUTHORIZATION

APA 2015

All companies must provide a credit card authorization with order. Any remaining balance after completion of all show services (including any T3 Logistics, LLC invoicing) will be charged to your authorized credit card.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

Booth Number(s) _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Ordered by _____ Date _____ Telephone _____

Fax _____ E-Mail _____

CREDIT CARD AUTHORIZATION

American Express ☐ **MasterCard** ☐ **Visa** ☐

Account # **Expiration Date** | | | | |

Cardholder's Name (Print)_____

Cardholder's Signature _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

(This form must be signed and accompanied by your order)

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PAYMENT POLICY AGREEMENT

APA 2015

Arata Expositions, Inc. requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information. **A $25.00 bank fee for wire transfers must be added to the amount transferred. The exhibiting company is responsible for all bank fees.** All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Material Handling Rate Schedule is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event: or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a credit card authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and **must** be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of $50.00 for any returned check.

If the exhibitor is tax exempt, exhibitor must supply a certificate for the state in which the services are to be used.

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 3% service fee will be charged for the credit and a 3% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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THIRD PARTY PAYMENT

APA 2015

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

Please complete and return this form to charge the final balance for show services to a third party account. A third party credit card authorization must be received at least 30 days prior to show opening. **BOTH FIRMS MUST COMPLETE THIS FORM**. Any remaining balance after completion of all show services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

We understand, and agree, that we, the exhibiting firm, are ultimately responsible for payment of charges, and in the event the named third party does not discharge payment prior to show closing, such charges will revert to our firm.

We have read, understand, and agree to all the above terms and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the third party:

- ☐ All Services
- ☐ Booth Cleaning
- ☐ Furniture, Carpet and Accessories
- ☐ Material Handling
- ☐ Labor
- ☐ Other (Please Specify) _____

Cardholders Signature

EXHIBITING COMPANY

Exhibiting Company

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the exhibiting company:

- ☐ All Services
- ☐ Booth Cleaning
- ☐ Furniture, Carpet and Accessories
- ☐ Material Handling
- ☐ Labor
- ☐ Other (Please Specify) _____

Cardholders Signature

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF MARCH 27, 2015.

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15928 tournament drive
gaithersburg, md 20877
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www.arataexpo.com

COST CALCULATION

APA 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

COST CALCULATION WORKSHEET

1. Furniture ..... _____
2. Display Tables..... _____
3. Plush Carpet/Standard Carpet ..... _____
4. Custom Furniture ..... _____
5. Rental Booths..... _____
6. Signs ..... _____
7. Cleaning..... _____
8. **TOTAL LINES 1– 7**..... . $ _____
9. Add 9.5%Tax..... $ _____
10. Display Labor..... _____
11. Material Handling Estimate..... _____
13. **BALANCE DUE***..... $ _____

***Your order will not be processed without a credit card on file.**

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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SAFETY

APA 2015

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions employee. By reporting unsafe or hazardous conditions and by following the safety guidelines below you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES:

- Only authorized personnel and employees allowed, all others prohibited.
- This is an active work zone. Please treat the show areas during move-in and move-out as an active construction zone. Appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Never run in the exhibit hall. Please walk. Watch your step in aisles.
- Smoking is prohibited in the exhibit hall and dock areas.
- Stay clear of dock doors.
- Stay clear of heavy machinery.
- Never stand on furniture. The furniture is not designed to support your standing weight.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage. Do not overload outlets or plugs.
- Protect valuables at show site. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Keep fire exits clear and report any fires immediately.

If you notice anything unsafe please contact an Arata employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !

arata expositions, inc.

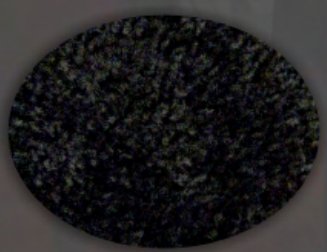
excellence in expositions

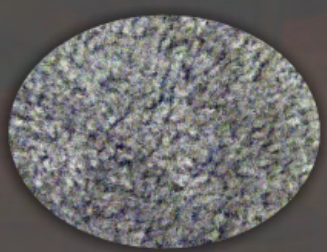
STANDARD BOOTH CARPET

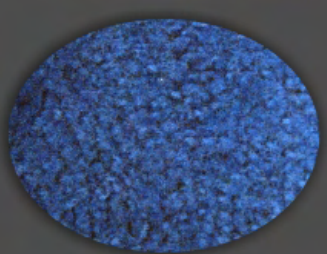
Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet

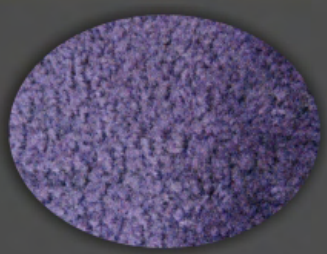
burgundy

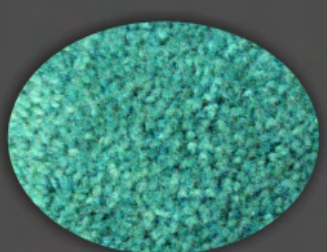
red

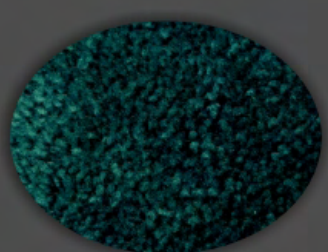

black


grey


blue


purple


teal


hunter green

washington d.c.
15928 tournament drive
gaithersburg, md 20877
p|301.921.0800
f |301.990.1717

orlando, fl
4104 l.b. mcleod road
orlando, fl 32811
p|407.422.3636
f |407.839.5929

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STANDARD CARPET

APA 2015

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. If your rental carpet is damaged, you will be charged the full replacement cost which is equal to the rental charge.

STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
☐	10' x 10' Carpet	$183.00	$237.90	$
☐	10' x 20' Carpet	$359.00	$466.70	$
☐	10' x 30' Carpet	$552.00	$717.60	$
☐	10' x 40' Carpet	$749.00	$973.70	$

Standard carpet is supplied **only** for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

STANDARD SPECIAL CUT BOOTH CARPET

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____	x $5.25 per sq. ft	$7.50 per sq. ft	= $_____

STANDARD CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

If item colors are not selected in advance, AEI will do so at no risk.

CARPET PADDING

		Discount Price	Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft. x	$1.90 per sq. ft	$2.47 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft. x	$3.80 per sq. ft	$4.94 per sq. ft	=	$ _____

VISQUEEN

	Discount Price	Standard Price		Extended Price
_____ x _____ = _____ sq. ft. x	$2.00 per sq. ft	$2.60 per sq. ft	=	$ _____

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
9.5% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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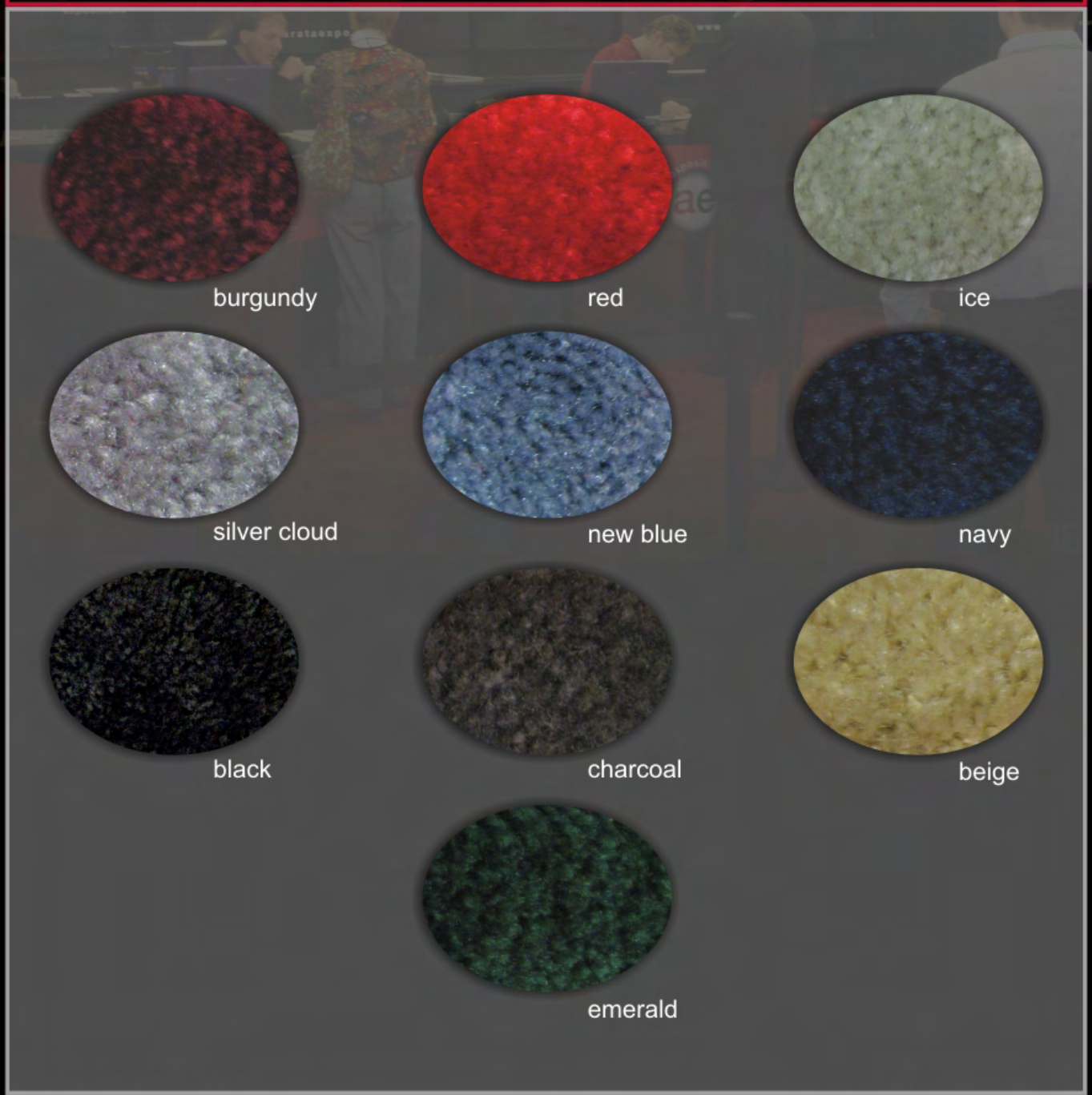
CUSTOM PLUSH CARPET

Create a unique and inviting booth environment with any of our enticing color selections available in plush booth carpet



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orlando, fl
4104 l.b. mcleod road
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PLUSH CARPET

APA 2015

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PLUSH CARPET

This plush, heavy cut nylon pile carpet has built-in Scotchguard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft		Discount Price	Standard Price		Extended Price
_____	x	$6.50 per sq. ft	$8.75 per sq. ft	=	$_____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Navy ☐ Red ☐ New Blue ☐ Beige ☐ Emerald ☐ Silver Cloud ☐ Burgundy ☐ Ice **

If item colors are not selected in advance, AEI will do so at no risk. ****Purchase only @ $7.10 per sq. ft discount or $9.23 standard**

CARPET PADDING

			Discount Price		Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft.	x	$1.90 per sq. ft		$2.47 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft.	x	$3.80 per sq. ft		$4.94 per sq. ft	=	$ _____

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Plush Booth Carpet Total	
9.5% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.

excellence in expositions

STANDARD BOOTH FURNISHINGS

Choose from a full line of attractive, versatile booth furnishings to create just the right atmosphere for meeting with your prospects

SHOWN:

- Deluxe Arm Chair
- Deluxe Counter Stool
- Draped Table (42”h x 2’ x 8’)
- Draped Table (30”h x 2’ x 4’)
- Chrome Tripod Easel
- Wastebasket

washington d.c.
15928 tournament drive
gaithersburg, md 20877
p|301.921.0800
f |301.990.1717

orlando, fl
4104 l.b. mcleod road
orlando, fl 32811
p|407.422.3636
f |407.839.5929

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

FURNITURE

APA 2015

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders.

Qty.	Description	Discount Price	Standard Price	Extended Price
CHAIRS				
	Arm Chair	$120.00	$156.00	$
	Side Chair	$100.00	$130.00	$
	Counter Stool	$130.00	$169.00	$
ACCESSORIES				
	Wastebasket	$32.00	$41.60	$
	Literature Rack	$150.00	$195.00	$
	Bag Holder	$120.00	$156.00	$
	Easel (Tripod)	$52.00	$67.60	$
	Chrome Sign Holder (22” x 28”)	$120.00	$156.00	$
	Fishbowl	$40.00	$52.00	$
	Posterboard, 4’ x 8’, Vertical	$200.00	$260.00	$
	Posterboard, 4’ x 8’, Horizontal	$200.00	$260.00	$
	Tensa Barriers	$75.00	$97.50	$
	Credenza (18”d x 36”w x 42”h) white ☐ grey ☐ black ☐	$385.00	$577.50	$
	Pedestal (18”d x 18”w x 42”h) white ☐ grey ☐ black ☐	$295.00	$383.50	$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) ($55 min)	$20.00	$26.00	$
	3' High (per lin. foot) ($55 min)	$15.00	$19.50	$
	Special Skirting (per lin. foot)	$10.00	$13.00	$
	8’ High End Cap / Close Off	$55.00	$71.50	$

(CHECK COLOR BELOW)

☐ Blue ☐ Teal ☐ Burgundy ☐ Black
☐ Red ☐ Silver ☐ Purple ☐ White

If item colors are not selected in advance, AEI will do so at no risk.

Furniture Total	
9.5% Tax	
Total	

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Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

DISPLAY TABLES

APA 2015

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DRAPED DISPLAY TABLES 30" HIGH

Qty.	Description	Discount Price	Standard Price	Extended Price
	2' x 4' x 30"	$135.00	$175.50	$
	2' x 6' x 30"	$155.00	$201.50	$
	2' x 8' x 30"	$175.00	$227.50	$
	4th Side Drapes for 30" Tables	$55.00	$71.50	$

DRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	$160.00	$208.00	$
	2' x 6' x 42"	$185.00	$240.50	$
	2' x 8' x 42"	$210.00	$273.00	$
	4th Side Drapes for 42" Tables	$70.00	$91.00	$

(CHECK COLOR BELOW)

☐ Black ☐ Blue ☐ Burgundy ☐ Silver
☐ White ☐ Red ☐ Teal ☐ Gold

If item colors are not selected in advance, AEI will do so at no risk.

UNDRAPED DISPLAY TABLES 30" HIGH

	2' x 4' x 30"	$95.00	$123.50	$
	2' x 6' x 30"	$108.00	$140.40	$
	2' x 8' x 30"	$121.00	$157.30	$

EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

UNDRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	$101.00	$131.30	$
	2' x 6' x 42"	$108.00	$140.40	$
	2' x 8' x 42"	$121.00	$157.30	$

EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	$80.00	$104.00	$
	6 ft. Riser (white vinyl)	$94.00	$122.20	$

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Display Tables Total	
9.5% Tax	
Total	

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

custom furniture

arata expositions, inc.

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

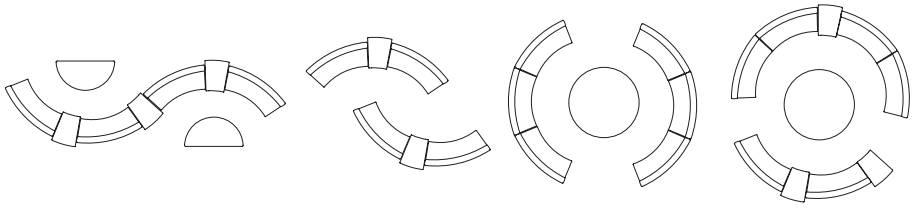
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow

SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

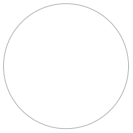
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

RSTSTL

BS001

BS002

BS003

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

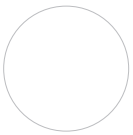
WTB

WTC

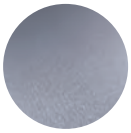
TABLE TOP OPTIONS

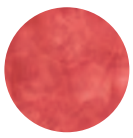
MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED


BRUSHED RED

BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

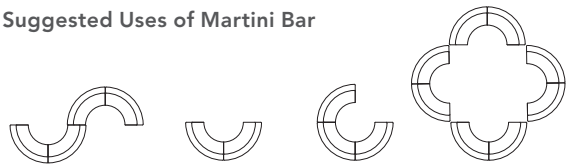
CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

trade shows

sales meetings

corporate events

conventions

excellence in expositions

arataexpo.com

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
SOFAS/SECTIONALS AND LOVESEATS			
HEA08		Heathrow Sofa/Black Vinyl	639.00
SO1		South Beach Sofa/Platinum Suede	599.00
SFA001		Mirabel Sofa/Brown Leather	761.00
SFA002		Allegro Sofa/Blue Fabric	628.00
NPLSOF		Naples Sofa/Black Vinyl	806.00
TANSOF		Tangiers Sofa/Beige Textured	639.00
SOM		Key West Sofa/Black	527.00
SFA003		Roma Sofa/White Vinyl	761.00
HS008		Heathrow 3 Piece Sectional/Black Vinyl	1676.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	1304.00
LS M		Key West Loveseat/Black	469.00
NPLLOV		Naples Loveseat/Black Vinyl	678.00
CLUB/OCCASIONAL/MEETING CHAIRS			
CHR003		Roma Chair/White Vinyl	497.00
CHR001		Mirabel Chair/Brown Leather	497.00
CHR002		Allegro Chair/Blue Fabric	417.00
NPLCHR		Naples Chair/Black Vinyl	562.00
TANCHR		Tangiers Chair/Beige Textured	415.00
OCB		Key West Tub Chair/Black	384.00
HCH08		Heathrow Chair/Black Vinyl	498.00
HC008		Heathrow Corner Chair/Black Vinyl	537.00
SWAN		Swanson Swivel Chair/White Vinyl	345.00
OCA		T-Vac/Translucent/Chrome	267.00
OCH		Madrid Chair/Black Leather	722.00
BCW		Madrid Chair/White Leather	722.00
CCE		Ice Chair/Transparent	197.00
LABREA		La Brea Swivel Chair/Charcoal Grey Fabric	396.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
CLUB/OCCASIONAL/MEETING CHAIRS (CONTINUED)			
MADGRY		Madden Arm Chair/Light Grey Vinyl	409.00
OCMESP		Espresso Meeting Chair	179.00
OCMTAU		Taupe Meeting Chair	257.00
OTTOMANS			
BNO08		Bench Ottoman/Black Vinyl	396.00
BNO75		Bench Ottoman/White Vinyl	396.00
END02B		Endless Square Ottoman/Black	345.00
END02W		Endless Square Ottoman/White	345.00
SAL		Sally Stool/White	87.00
OSC		Cube Ottoman/White Leather	110.00
OTH		Cube Ottoman/Black Leather	110.00
PUZZ2SW		Puzzle Bench Ottoman/White	299.00
CUBL20		Edge LED Cube Ottoman/White Plastic	185.00
VIB01		Vibe Cube Ottoman/Green Vinyl	126.00
VIB02		Vibe Cube Ottoman/Blue Vinyl	126.00
VIB03		Vibe Cube Ottoman/Pink Vinyl	126.00
VIB04		Vibe Cube Ottoman/Red Vinyl	126.00
VIB05		Vibe Cube Ottoman/Yellow Vinyl	126.00
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	126.00
VIB07		Vibe Cube Ottoman/Beige Vinyl	126.00
VIB08		Vibe Cube Ottoman/Orange Vinyl	126.00
OTS		South Beach Wedge Ottoman/Plat. Suede	233.00
OTK		Half Round Ottoman/Black Leather	373.00
OTL		Half Round Ottoman/White Leather	373.00
CCB		Circle Ottoman/Black Leather	580.00
CCW		Circle Ottoman/White Leather	580.00
CCZ		Circle Ottoman/Black/White Leather	580.00
GROUP SEATING			
RSTDIN		Rustique Chair with arms/Gunmetal	140.00
DUET		Duet Chair/Black/Chrome	63.00
CS8		Berlin Chair/Black/White	104.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
GROUP SEATING (CONTINUED)			
CS9		Berlin Chair/Red/White	104.00
SC4		Jetson Chair/Black	180.00
SC1		New York Chair/Onyx/Maple Back	171.00
XCHR		Christopher Chair/White Vinyl/Chrome	102.00
SC9		Panton Side Chair/White	171.00
SC10		Razor Chair/White	79.00
CH002		Wendy Chair/Clear Acrylic	114.00
SCF		Fusion Chair/Black/White	132.00
SCC		Fusion Chair/Clear/White	132.00
SCE		Fusion Chair/Red/White	132.00
SCD		Fusion Chair/Green/White	132.00
SC8		Flex Chair with Wheels	154.00
SC3		Brewer Chair/Onyx/Black	161.00
XC3		Luxor Guest Chair/Black Leather	335.00
XC6		Altura Guest Chair//Black Crepe	299.00
CO4		Iso Mesh Chair/Black	284.00
COCKTAIL AND END TABLES			
COLI		Oliver Cocktail Table	231.00
C1E		Silverado Cocktail Table	254.00
C1D		Soho Cocktail Table/Chocolate Top	361.00
C1K		Inspiration Cocktail Table	290.00
C1F		Geo Rectangle Cocktail Table/Black	231.00
C1C		Geo Rectangle Cocktail Table/Chrome	239.00
C1W		Sydney Cocktail Table/White	272.00
C1Y		Sydney Cocktail Table/Black	272.00
TMBTBL		Timber Table/Wood	166.00
NEMSAC		Mosaic Tables/Set of 3	281.00
ETBL		E Table/Wood	172.00
AURA		Aura Round Table/White Metal	140.00
EOLI		Oliver End Table	212.00
E1E		Silverado End Table	239.00
E1D		Soho End Table/Chocolate Top	326.00
E1K		Inspiration End Table	277.00
E1F		Geo End Table/Black	217.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
COCKTAIL AND END TABLES (CONTINUED)			
E1C		Geo End Table/Chrome	224.00
CDYTB		Candy Table/White/Black Top	193.00
E1W		Sydney End Table/White	245.00
E1Y		Sydney End Table/Black	245.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	185.00
CONFERENCE TABLES			
CG1		Manhatten Conference Table/Black	276.00
CF2		Geo Rectangle Conference Table/Black	373.00
CE2		Geo Rectangle Conference Table/Chrome	387.00
OCT6W		Nova Oval Table/6' White	510.00
CE1		Geo Square Rounded Conference Table	267.00
CF1		Geo Square Rounded Conference Table/Black	255.00
CB2		Conference Table/6' Graphite Nebula	417.00
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate	319.00
CB3		Conference Table/8' Graphite Nebula	506.00
CD2		Conference Table/6' Grey Nebula	417.00
CD3		Conference Table/8' Grey Nebula	506.00
CC6		Conference Table/6' Rectangle/Mahogany	387.00
CC7		Conference Table/8' Rectangle/Mahogany	477.00
CC8		Conference Table/10' Rectangle/Mahogany.	758.00
CT06GR		6' Granite Conference Table	301.00
C508GR		8' Granite Conference Table	366.00
CT10GR		10' Granite Conference Table	550.00
CC5		Conference Table/42" Round Mahogany	342.00
CB1		Conference Table/42" Round/Graphite	342.00
CONF42		Table/White Laminate	370.00
EXECUTIVE CHAIRS			
PROEXE		Pro Executive Chair/White Classic Vinyl	358.00
XC2		Luxor Executive Chair/Black Leather	364.00
XC1		Luxor Executive/High Back/Black Leather	387.00
XC5		Altura Executive Chair/Mid Back/Black Crepe	328.00
XC4		Altura/Executive Chair/High Back/Black	357.00
OTO		Perth Chair/High Back/Black	422.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
COMMUNAL BAR, CAFÉ AND COCKTAIL TABLES			
G30BMS		Bar Table/Maple Top	609.00
G30BMW		Bar Table/Maple Top/w Grommet Holes	609.00
G30BWS		Bar Table.White Top	609.00
G30BWW		Bar Table/White Top/w Grommet Holes	609.00
G30DMS		Café Table/Maple Top	490.00
G30DMW		Café Table/Maple Top/w Grommet Holes	490.00
G30DWS		Café Table/White Top	490.00
G30DWW		Café Table/White Top/w Grommet Holes	490.00
G30CMS		Cocktail Table/Maple Top	325.00
G30CMW		Cocktail Table/Maple Top/w Grommet Holes	325.00
G30CWS		Cocktail Table/White Top	325.00
G30CWW		Cocktail Table/White Top/w Grommet Holes	325.00
BARSTOOLS			
RSTSTL		Rustique Barstool/Gunmetal	127.00
BS001		Shark Swivel Barstool/White Plastic	299.00
BS002		Zoey Swivel Barstool/White Vinyl	271.00
BS003		Zoey Swivel Barstool/Black Vinyl	271.00
ROLLRD		Lift Barstool/Red Vinyl	204.00
ROLLGY		Lift Barstool/Gray Vinyl	204.00
ROLLWH		Lift Barstool/White Vinyl	204.00
ROLLBL		Lift Barstool/Black Vinyl	204.00
BSN		Jetson Barstool/Black	257.00
BCE		Ice Barstool/Transparent/Chrome	212.00
BSS		Banana Barstool/Black	229.00
BST		Banana Barstool/White	229.00
BSL		Gin Barstool/Maple	181.00
BSC		Oslo Barstool/White	239.00
BSD		Oslo Barstool/Blue	239.00
BAR TABLES			
V TK		Maple Bar Table/Black Base	224.00
V TJ		Graphite Nebula Bar Table/Black Base	224.00
30MHSB		Mahogany Bar Table/Black Base	280.00
VTG		Silver Textured Bar Table/Black Base	237.00
V TB		Brushed Red Bar Table/Black Base	224.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
BAR TABLES (CONTINUED)			
V TC		Brushed Blue Bar Table/Black Base	224.00
V TP		Maple Bar Table/Black Base	233.00
V TN		Graphite Nebula Bar Table/Black Base	233.00
VTW		White Laminate Bar Table/Black Base	255.00
WTK		Maple Bar Table/Tulip Base	284.00
W TJ		Graphite Nebula Bar Table/Tulip Base	284.00
30MHTB		Mahogany Bar Table/Tulip Base	312.00
WTS		Silver Textured Bar Table/Tulip Base	365.00
WTB		Brushed Red Bar Table/Tulip Base	284.00
WTC		Brushed Blue Bar Table/Tulip Base	284.00
WTP		Maple Bar Table//Tulip Base	312.00
WTN		Graphite Nebula Bar Table/Tulip Base	312.00
WTW		White Laminate Bar Table/Tulip Base	422.00
CAFÉ TABLES			
ZTK		Café Table/Maple	195.00
ZTJ		Café Table//Graphite Nebula	195.00
30MHSC		Café Table/Mahogany/30” Round	268.00
ZTG		Café Table/Silver Textured Top	217.00
ZTB		Café Table/Brushed Red	216.00
ZTC		Café Table/Brushed Blue	195.00
ZTP		Café Table/36” Top/Maple	216.00
ZTN		Café Table/36” Top/Graphite Nebula	216.00
ZTQ		Café Table/36” Round/White Laminate	274.00
XTK		Café Table/Maple/Tulip Base	267.00
XTJ		Café Table/Graphite Nebula/Tulip Base	267.00
30MHTC		Café Table/Mahogany/Tulip Base	290.00
XTS		Café Table/Silver Textured Top	345.00
XTB		Café Table/Brushed Red/Tulip Base	267.00
XTC		Café Table/Brushed Blue/Tulip Base	267.00
XTP		Café Table/36” Top/Maple/Tulip Base	290.00
XTN		Café Table/Graphite Nebula/Tulip Base	290.00
XTR		Café Table//White Laminate Top/Tulip Base	345.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
TRAINING ROOM			
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate/White	319.00
BOOKCASES AND PRODUCT DISPLAYS			
PMB36		Plastic Pedestal/Black	371.00
PMB42		Plastic Pedestal/Black	437.00
PDL		Locking Door Pedestal/Black	426.00
PDL36W		Powered Locking Pedestal/White	460.00
PDL42W		Powered Locking Pedestal/White	550.00
BC6		Bookcase/Mahogany	320.00
BC7		Bookcase/Graphite	312.00
PDL36B		Powered Locking Pedestal/Black	460.00
PDL42B		Powered Locking Pedestal/Black	550.00
ET2		Etagere/Black	320.00
ET1		Etagere/Pewter	320.00
UTILITY CHAIRS			
SY1		Altura Task Chair/Black Crepe	186.00
DF1		Altura Drafting Stool/Black Crepe	277.00
DESKS/CREDENZAS AND FILES			
JD6		Executive Desk/Mahogany	521.00
JD7		Executive Desk/Graphite	499.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
DESKS/CREDENZAS AND FILES (CONTINUED)			
CR6		Credenza/Mahogany	521.00
CR7		Credenza/Graphite	491.00
VF4		Vertical File/4 Drawer	245.00
VF2		Vertical File/2 Drawer	180.00
L26		Lateral File/Mahogany	395.00
L27		Lateral File/Graphite	374.00
FRIDGES			
R1R		Refrigerator/White/20” x 30” x 65”/14.0 cubic	782.00
R1Q		Refrigerator/White/20” x 22” x 33”/4.0 cubic	261.00
MOBILE TABLET STANDS AND ACCESSORIES			
TBBCHR		Brochure Holder/8.625”x1.1”x11.325”	60.00
TBSHLF		Charging Shelf/14.85”x7.17”x1”	60.00
TBPNTR		Wireless Printer Holder/3.3”x1.9”x5.28”	60.00
TBSTDW		Mobile Tablet Stand/White/14”x13”x44.5”	193.00
TBSTND		Mobile Tablet Stand/Black/14”x13”x44.5”	193.00
LAMPS AND LIGHTED PRODUCTS			
LA15		Mason Floor Lamp/Brushed Silver	205.00
LA14		Mason Table Lamp/Brushed Silver	139.00
CUBL20		Edge Lighted Cube Ottoman/White Plastic	185.00
CUBTBL		Edge LED Cube Table/White Plastic	185.00
BARS			
BR1		Martini Bar	1295.00
BRC		Circle Martini Bar	3728.00

Add 30% to orders not received by the discount deadline date.
Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.
A delivery fee of $50.00 will be added to each order.

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.

Custom Furniture Total	
Add 30% after 3/27/15	
9.5% Tax	
Delivery Fee	50.00
Total	

Company Name | Booth Number

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RENTAL BOOTHS

APA 2015

A

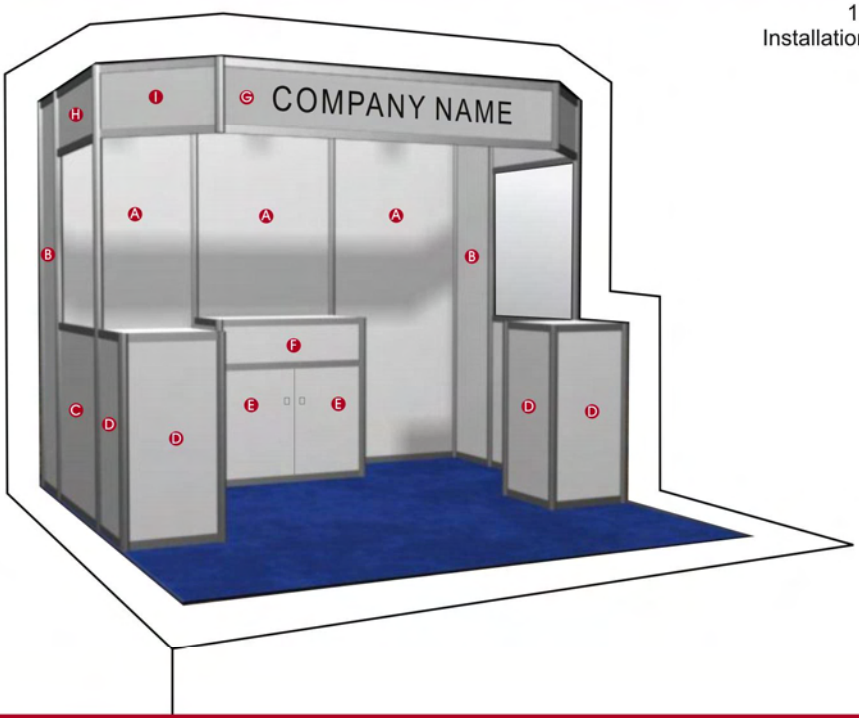
P A C K A G E

$ 3,215.00

10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Shelves

Actual Panel Sizes:
Ⓐ 3 - 38.125" x 92.875"
Ⓑ 2 - 18.5" x 92.875"
Ⓒ 2 - 38.125" x 38.875"
Header:
Ⓓ 1 - 116.875" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.



10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
1 Credenzas
2 Pedestals

B

P A C K A G E

$ 4,106.00

Actual Panel Sizes:
Ⓐ 3 - 38.125" x 92.875"
Ⓑ 2 - 18.5" x 92.875"
Ⓒ 2 - 38.125" x 38.875"
Ⓓ 10 - 18.5" x 38.875"
Ⓔ 2 - 20" x 27.5"(doors)
Ⓕ 1 - 38.125" x 9.25"
Header:
Ⓖ 1 - 77.625" x 11.875"
Ⓗ 2 - 38.125" x 11.875"
Ⓘ 2 - 26.625" x 11.875"

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 9.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
ORDER EARLY

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RENTAL BOOTHS

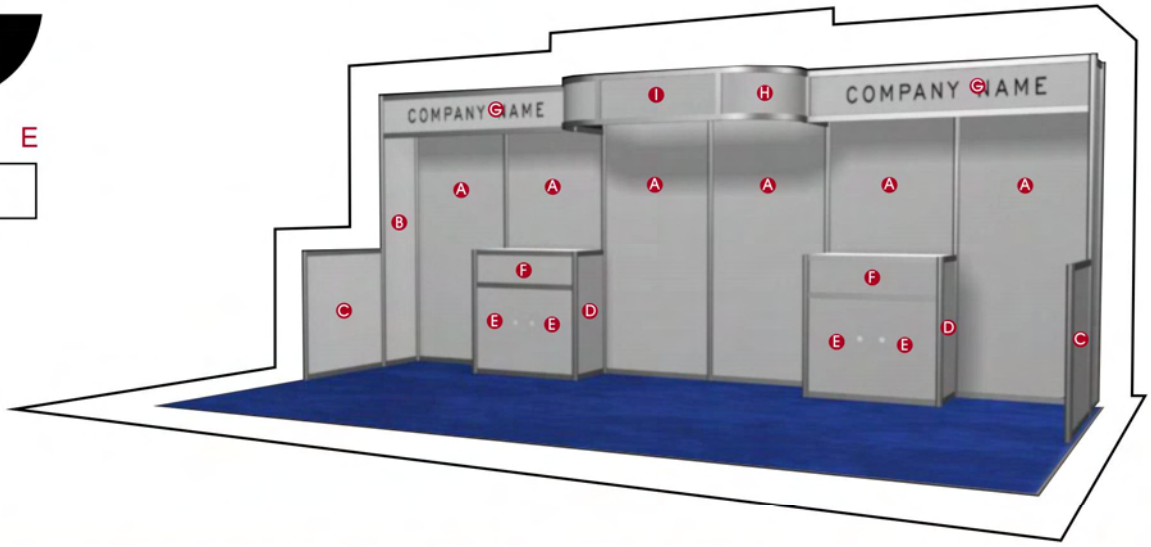
APA 2015

C

P A C K A G E

$ 7,635.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas



Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 4 - 18.5" x 38.875"
- Ⓔ 4 - 20" x 27.5"
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓖ 2 - 77.625" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"
- Ⓘ 1 - 38.125" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed.**

D

P A C K A G E

$ 8,775.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas

Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 2 - 29.75" x 38.875"
- Ⓔ 4 - 20" x 27.5"(doors)
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓖ 3 - 38.125" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 9.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
ORDER EARLY

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

RENTAL BOOTHS

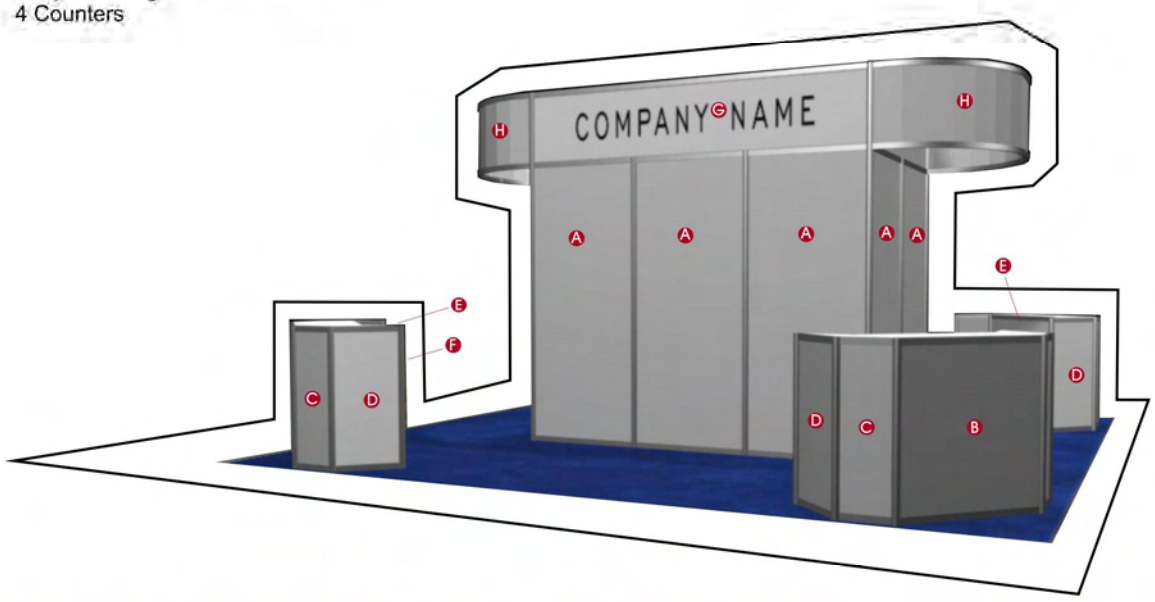
APA 2015

E

PACKAGE

$ 11,255.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Actual Panel Sizes:
- Ⓐ 9 - 38.125" x 92.875"
- Ⓑ 4 - 38.125" x 38.875"
- Ⓒ 8 - 12.625" x 38.875"
- Ⓓ 8 - 18.5" x 38.875"
- Ⓔ 4 - 38.125" x 19.25"
- Ⓕ 8 - 20" x 27.5" (doors)

Header:
- Ⓖ 2 - 116.875" x 20.875"
- Ⓗ 2 - 86.25" x 20.875"

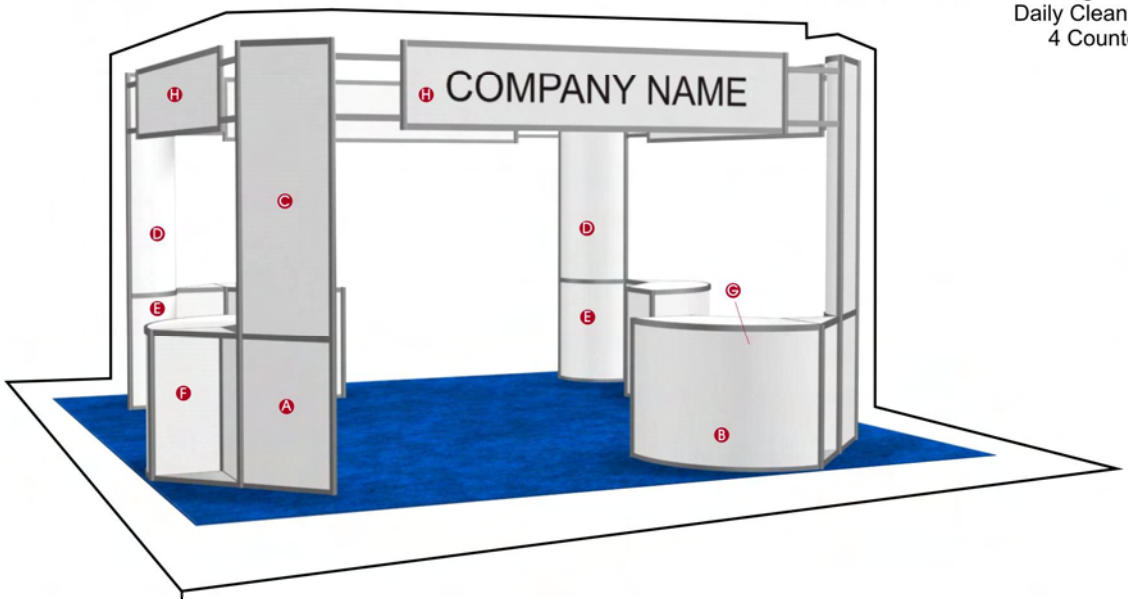
Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

F

PACKAGE

$ 13,190.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Actual Panel Sizes:
- Ⓐ 4 - 26.625" x 38.875"
- Ⓑ 4 - 60.625" x 38.875"
- Ⓒ 4 - 26.625" x 76.75"
- Ⓓ 4 - 29.75" x 76.75"
- Ⓔ 4 - 29.75" x 38.875"
- Ⓕ 12 - 18.5" x 38.875"
- Ⓖ 8 - 20" x 27.5" (doors)

Header:
- Ⓗ 4 - 116.875" x 20.875"

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 9.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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RENTAL BOOTHS

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CUSTOM RENTAL BOOTH PACKAGES

Please Select Rental Booth Package:

Package A ☐ Package B ☐ Package C ☐ Package D ☐ Package E ☐ Package F ☐

Select Standard Carpet Color:

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐

Burgundy ☐ Purple ☐ Hunter Green ☐

Header Copy = **BLACK BOLD LETTERS**

Select Panel Color:

Black ☐ White ☐

Please contact us for additional information and pricing on:

Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐

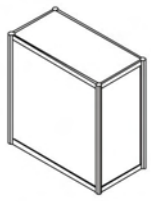
Other: _____

RENTAL BOOTH PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

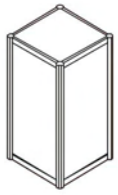
Credenza
18"d x 36"w x 42"h
$385.00 each

Qty ____ $_____ (total)



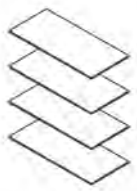
Pedestal
18"d x18"w x 42"h
$295.00 each

Qty ____ $_____ (total)



Shelves
12" x 36"
$62.00 each

Qty ____ $_____ (total)



Clip-On Lights

$42.00 each

Qty ____ $_____ (total)

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.

Rental Package Total	
Accessories Total	
50% after 3/27/15	
9.5% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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BOOTH CLEANING

APA 2015

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.
NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

		Discount Price	Standard Price	Extended Price
Pre Show Cleaning	_____ x _____ = _____ sq. ft. x	$.58 per sq. ft	$.70 per sq. ft =	$ _____
Daily Booth Cleaning	_____ x _____ = _____ sq. ft. x	$1.56 per sq. ft	$1.87 per sq. ft =	$ _____

The square footage is based on the overall size of the space occupied.

PORTER SERVICE

Emptying of wastebaskets once every two hours, show hours only. Rates are based on booth size.

	Cost per Day		Number of Show Days		Extended Price
Up to 500 square feet	$110.00	x	_____	=	_____
501 to 1000 square feet	$120.00	x	_____	=	_____
1001 to 2500 square feet	$130.00	x	_____	=	_____
Greater than 2500 square feet	$140.00	x	_____	=	_____

The square footage is based on the overall size of the space occupied.

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total	
9.5% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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SPECIAL SIGNS

APA 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders.

CUSTOM SIGNS/SERVICES

This order for custom signs should accompany a printed version of each sign requested including exact copy, dimensions, position (horizontal or vertical) and easel back if desired.

DIGITAL SHOWCARD SIGNS
(10 words or less)

Qty.	Size	Discount Price	Extended Price
	7" x 11"	$50.00	$
	7" x 44"	$60.00	$
	11" x 14"	$70.00	$
	14" x 22"	$80.00	$
	22" x 28"	$100.00	$
	28" x 44"	$150.00	$
	40" x 60"	Quoted	$
	Easel back	$10.00	$

There will be an additional charge to prices listed for sign design labor or necessary labor to prepare logos for reproduction.

FILE PREPARATION

FILE TYPES
Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit InDesign files (.indd), Word (.doc), PowerPoint (ppt.), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

FONTS
All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

PROOFING
A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

FTP INSTRUCTIONS

Using Internet Explorer or FTP Client:

- Type ftp://ftp.aratafiles.com
- User: Arata@aratafiles.com
- Password: Welcome22@

Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but NO FOLDERS.

Make sure your exhibiting company and show name are used to label the file.

Discount Deadline: March 27, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 3/27/15	
9.5% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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STANDARD SIGN REQUEST FORM
APA 2015

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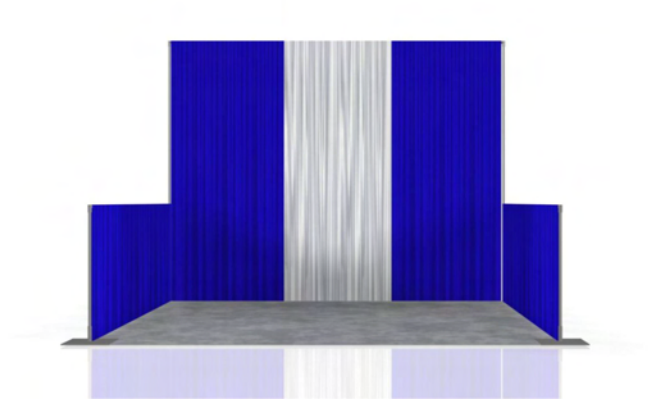
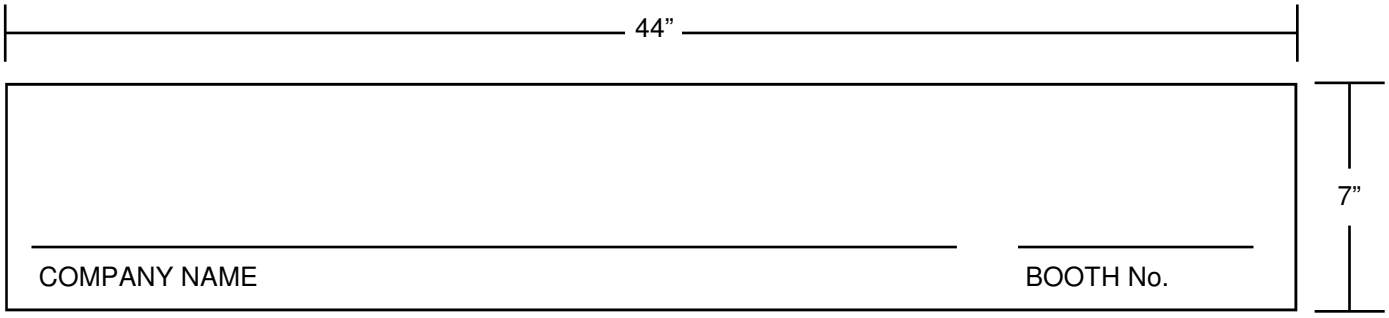
STANDARD BOOTH EQUIPMENT



Standard Booth Equipment with 8' high draped background and 3' high siderail, as shown in illustration, will be provided without charge. Equipment consists of aluminum frames supported by case metal bases plus drapery.

STANDARD BOOTH EQUIPMENT/SIGN
DOES NOT APPLY TO ISLANDS

A standard Company I.D. sign measuring 7" x 44" will be supplied if desired. Please print copy as you wish it to read in space provided below.



We ☐ will/ ☐ will not require Company I.D. sign.

NOTE: This form must be completed and returned before March 27, 2015.
Any forms received after this date will result in a $5.00 charge for each I.D. sign ordered.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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LABOR REGULATIONS

APA 2015

LABOR/UNION REGULATIONS

We have provided the following information to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review this information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Arata Expositions, Inc.

GENERAL INFORMATION

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in this kit. Union labor is also available at the Exhibitor Service Center during installation, show hours and dismantle.

INSTALLATION AND DISMANTLE LABOR

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature within their booth for as long as necessary.

Full-time employees of the exhibiting company may set their exhibit without assistance in a booth no larger than 10'x 20', without the use of power tools or ladders. If full-time company personnel are utilized to set an exhibit, they must carry positive identification, such as medical ID card or payroll stub. You may not utilize workers hired from a non-union agency or company. Any labor services that may be required beyond what your full-time employees can provide must be rendered by union labor. Your labor requirements can be ordered on the enclosed Display Labor Order Form.

FREIGHT HANDLING

Arata Expositions, Inc. will be responsible for the loading and unloading of all trucks, trailers, common and contract carriers as well as the handling of empty crates and the operation of handling equipment. Exhibitors may hand carry their own material from POV's (privately owned vehicles) by one person in one trip. They are not permitted to use any material handling equipment. This includes dollies, carts or other mechanical equipment. Only full-time employees of the exhibiting company will be allowed to hand carry items.

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading areas at all times.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arata Expositions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the installation or dismantle of your booth, please order labor on the Display Labor Order Form and the necessary ladders and tools will be provided.

GRATUITIES

Arata Expositions requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata supervisor. Employees of Arata are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata employees.

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MECHANICAL LIFTS

APA 2015

OPERATION OF ALL MECHANICAL LIFTS

ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, GENIE LIFTS, ETC., AS WELL AS ANY OTHER MECHANICAL EQUIPMENT.

- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.
- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes genie lifts, mechanical scooters and carts.
- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your cooperation.

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LABOR DISCOUNT

APA 2015

A Special Offer to APA 2015 Exhibitors

SAVE 10%

on your total labor bill

Let Arata Expositions handle your installation and dismantle labor and **SAVE 10%** on your total display labor bill, including the supervision charge.

Orders must be received by March 27, 2015 in order to be eligible for the discount. This discount is applicable to orders totaling 4 man hours or more.

Yes, we want to take advantage of this special discount! Just complete and return this form along with the display labor order form prior to March 27, 2015.

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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DISPLAY LABOR

APA 2015

All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.
ADVANCE RATE APP;IES TO ORDERS RECEIVED BY MARCH 27, 2015

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00AM TO 4:30PM WEEKDAYS	$96.00 PER MAN PER HOUR	$124.80 PER MAN PER HOUR
OVERTIME: AFTER 4:30PM WEEKDAYS AND ALL DAY SATURDAY, SUNDAY AND HOLIDAYS	$169.00 PER MAN PER HOUR	$219.70 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE		TOTAL ESTIMATED COST
			X		=		@ $	= $	
			X		=		@ $	= $	
							AEI Supervision (30%/$35.00)		
							Total Estimated Labor Costs		

☐ Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before installing our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

DISMANTLING OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE		TOTAL ESTIMATED COST
			X		=		@ $	= $	
			X		=		@ $	= $	
							AEI Supervision (30%/$35.00)		
							Total Estimated Labor Costs		

☐ Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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www.arataexpo.com

AEI SUPERVISED LABOR

APA 2015

This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ___ Showsite ___ Date Shipped _____ Date to arrive _____

Carrier _____ Shipped from: City/State _____

Total number of: Crates _____ Cartons _____ Cases _____ Other (please specify) _____

SET UP INFORMATION

Display Carpet: Shipped with exhibit: _____ Rented from AEI _____ Color _____ Size _____

Electrical Placement: Electrical under carpet: _____ Drawing attached (required): _____ Drawing with exhibit _____

Special Electrical Instructions: _____

Set up instructions: Attached: _____ Shipped with display: _____ Special tools/hardware: _____

Special set up or dismantle instructions: _____

Graphics: Shipped with display: ____ Shipped separately: ____ Carrier _____ Date to arrive: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

_____

_____

_____

_____

Carrier: _____

☐ T3 Logistics ☐ Common Carrier

☐ Van Line

☐ Air Freight: ☐ Next Day ☐ 2nd Day ☐ Deferred

If your designated carrier fails to pick up or refuses to accept your shipment your freight will be shipped by one of the official show carriers. It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date.

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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EXHIBITOR APPOINTED CONTRACTOR

APA 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

DEADLINE:

Friday, March 13, 2015

RETURN TO:

Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877
Fax: (301) 990-1717

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. If notification is not received by the deadline date, Arata Expositions labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of Washington, must be provided with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in one occurrence; $2,000,000 with respect to injuries to more than one person in any one occurrence; and $500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., show management, and the facility as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The Exhibitor Appointed Contractor must coordinate all his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of $0.25 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to is initial condition.

ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY. NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

Company Name	Booth Number
Exhibitor Contact (Please Print)	Exhibitor Authorized Signature
Email Address	Phone Number
Type of work being performed	
"Non-Official Contractor/Display House	Contact Name
Email Address	Phone Number

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MATERIAL HANDLING

APA 2015

LIMITS OF LIABILITY

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
   - The Exhibit Shipping Information & Material Handling Rate Schedule is signed; or
   - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
   - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

2. **AEI'S RESPONSIBLITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.

3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**

5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

MATERIAL HANDLING

APA 2015

LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.

8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.

9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.

11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE**: Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.

12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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TIPS FOR MATERIAL HANDLING

APA 2015

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.

2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.

3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.

4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.

5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**

6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
4/3/15	80 Lbs.	200 Lbs. Min.	$97.00	$194.00
4/3/15	50 Lbs.	200 Lbs. Min.	$97.00	$194.00
4/3/15	70 Lbs.	200 Lbs. Min.	$97.00	$194.00
	200 Lbs. Total		Material Handling Charges	$582.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
4/3/15	200 Lbs.	200 Lbs. Min.	$97.00	$194.00
	200 Lbs. Total		Material Handling Charges	$194.00

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SHIPPING INFORMATION

APA 2015

SHIPPING INFORMATION:

ADVANCE WAREHOUSE

Shipments should be **PREPAID**, addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **APA 2015**
C/O: **arata expositions, inc.**
C/O: YRC
12855 48th Avenue South
Tukwila, WA 98168

(Shipments should arrive by April 3, 2015 to avoid late fee)

SHOWSITE

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **APA 2015**
C/O: **arata expositions, inc.**
C/O: Washington State Convention Center
800 Convention Place
South Hall 4A&B
Seattle, WA 98101

(Shipments will not be accepted until April 17, 2015)

To avoid confusion, remove all expired shipping labels before shipment.

Material Handling fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Friday, April 3, 2015. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth by 8:00am on Friday, April 17, 2015.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.**

Exhibitors may carry computers or appliances provided it can be reasonably done by hand. Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment. You may not park at the loading dock or at building entrances.

AN EXHIBITOR MAY NOT USE THE TRUCK DOCK FACILITIES TO UNLOAD THEIR PERSONAL CAR, TRUCK OR STATION WAGON. ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Arata Service Center to assist you.

If your designated carrier fails to pick up or refuses to accept your shipment by your appointed move-out time, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, **Arata Expositions, Inc.** cannot be responsible for delivery time or damage or loss to property.

arata expositions, inc.
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MATERIAL HANDLING SCHEDULE

APA 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

RATES ARE BASED per CWT (with a 200 pound minimum)

WAREHOUSE SHIPMENTS: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	97.00 per CWT
Special Handling Shipment	121.25 per CWT

SITE SHIPMENTS: This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	95.00 per CWT
Special Handling Shipment	118.75 per CWT
Uncrated/pad wrapped Shipment	142.50 per CWT

OVERTIME: is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

OVERTIME SURCHARGE:

Crated Shipment	24.25 per CWT
Special Handling Shipment	30.50 per CWT
Uncrated/pad wrapped Shipment	36.00 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER APRIL 3, 2015

Crated Shipment	24.25 per CWT
Special Handling Shipment	30.50 per CWT

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to the facility will be received at a rate of $55.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

WEIGHT TICKET FEE: A $25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

SPECIAL SERVICES: A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

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15928 tournament drive
gaithersburg, md 20877
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MATERIAL HANDLING CALCULATION

APA 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	450 lbs (500) Divided by 100 =	5	x	$97.00	=	$485.00
Warehouse Crated			x	$97.00	=	
Warehouse Special Handling			x	$121.25	=	

NOTE: Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions Material Handling Rate Schedule form for surcharges.

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	450 lbs (500) Divided by 100 =	5	x	$95.00	=	$475.00
Showsite Crated			x	$95.00	=	
Showsite Special Handling			x	$118.75	=	
Showsite Uncrated/Pad-Wrapped			x	$142.50	=	

NOTE: Overtime arrival charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling Rate Schedule form for surcharges.

DESCRIPTIONS OF RATE CLASSIFICATIONS

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

UNCRATED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Total Warehouse Shipments	$
Total Showsite Shipments	$
Material Handling Total	$

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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gaithersburg, md 20877
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SPECIAL HANDLING

APA 2015

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:
Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

Stacked Shipments:
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Constricted Space Unloading/Loading:
Trailer loaded "high and tight" shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

Designated Piece Unloading/Loading:
Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Mixed Loads:
Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

Crated vs. Uncrated:
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

Multiple Shipments:
Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

Alternate Delivery Location:
Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

Carpet Only Shipments:
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

Improper Paperwork / No Documentation:
Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

Improper Weight:
Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.

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FREIGHT ROUTING

APA 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

Please return this form by:
April 3, 2015

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

Origin of Shipment _____ Booth Number _____

Shipping Date _____ Carrier _____

Approximate Number of Containers _____ Approximate Arrival Date _____

Weight of Largest Container _____ Total Weight of Shipment _____

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:
  Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Approximate Number of Containers _____ Approximate Weight of Shipment _____

Description _____

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Total Number of Containers _____ Total Weight of Shipment _____

Description _____

Company Name	Booth Number
Street Address	
City / State / Zip Code / Country	
Email Address	Contact Name
Telephone	Fax

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for forwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE _____ Title _____ Date _____

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

APA 2015
c/o arata expositions, inc.
c/o YRC
12855 48th Avenue South
Tukwila, WA 98168

HOLD FOR STORAGE

DELIVER PRIOR TO APRIL 3, 2015
EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

APA 2015
c/o arata expositions, inc.
c/o YRC
12855 48th Avenue South
Tukwila, WA 98168

HOLD FOR STORAGE

DELIVER PRIOR TO APRIL 3, 215
EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

APA 2015
c/o arata expositions, inc.
c/o YRC
12855 48th Avenue South
Tukwila, WA 98168

HOLD FOR STORAGE

DELIVER PRIOR TO APRIL 11, 2014
EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

APA 2015
c/o arata expositions, inc.
c/o YRC
12855 48th Avenue South
Tukwila, WA 98168

HOLD FOR STORAGE

DELIVER PRIOR TO APRIL 3, 2015
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

APA 2015
c/o arata expositions, inc.
c/o Washington Convention Center
800 Convention Place
South Hall 4A&B
Seattle, WA 98101

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

APA 2015
c/o arata expositions, inc.
c/o Washington Convention Center
800 Convention Place
South Hall 4A&B
Seattle, WA 98101

SHOW SITE DELIVERY

ELITeXPO

SHIP WITH CONFIDENCE

OFFICIAL AIR CARRIER FOR

APA 2015 National Planning Conference
April 18th - 21st
The Washington State Convention Center - Seattle, WA

• Multiple Shipping Services to Fit Any Budget
• Personal A/E to Assist with Shipment Coordination
• Pre-printed Shipping Documents
• E-mail Shipment Status Updates and Online Tracking
• All-Risk Insurance for Exhibit Freight and Plasma Monitors
• Storage Available Between Shows
• Onsite Representation and Service Desk
• No-wait Time Charges Into or Out of Show
ELITeXPO

www.elitexpo.com 800-543-3841

T3 LOGISTICS

Official Ground Carrier For:

APA 2015

Services Offered

International Services

Van Lines

Customs Brokerage

Warehousing

For rates and scheduling, please contact us at:
operations@t3logistics.com or call **1-866-920-4228**.

APA 2015

T3 Logistics, LLC
OFFICIAL SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:

FAX: 1-410-799-0118
E-MAIL: operations@t3logistics.com
CALL: 1-866-920-4228

Quote / Shipping Request

Shipper Contact	
Phone # / Fax #	
E-mail	

FROM		TO	
Company:		**Company:**	
Event Name:		**Event Name:**	
Facility Name:		**Facility Name:**	
Booth #:		**Booth #:**	
Address:		**Address:**	
City, St., Zip		**City, St., Zip**	
Contact:		**Contact:**	
Phone:	**Fax:**	**Phone:**	**Fax:**
Pick Date: / /	**Time:**	**Delivery Date:** / /	**Time:**
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight *(Subject to change)*	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information **PLEASE READ NOW!**	Minimum cargo liability agreed to be not more than $0.50/lb. or $50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:
- ☐ **Next Day**
- ☐ **Second Day**
- ☐ **3-5 Day Deferred**
- ☐ **Van Line Service**
- ☐ **Other:**

- ☐ **Request pre-printed address**
- ☐ **Labels and shipping form**
- ☐ **Schedule return shipment**

Comments:

Attention Exhibitor - Urgent Notice: 24-Hour Power

It is important for businesses to meet the needs of the present without compromising the potential of future generations to meet their needs. This philosophy has been the focus of Edlen Electrical Exhibition Services "Green" policies in respect to both trade shows and exhibits and within our own offices.

In working with the Washington State Convention Center on energy conservation, Edlen is required to turn off all exhibit hall power 30 minutes after the show closes each day and turn it back on 30 minutes before show opens. Exhibitor participation is appreciated in turning off the power in your booth at the close of each day. **Power will be cut off to your booth unless you order 24-hour power. Edlen recommends that exhibitors shut off power to any devices in their booth at show closing, especially computers.**

If you require your power to be left on 24 hours a day please be sure to mark this on your order form. If you have already placed your order with us, you may send in a revised order adding 24 hour power to your order.

Please note that power is left on during show move-in to allow for early morning and late night booth work.

If you have any questions or concerns please feel free to contact our offices at 206-781-2411, by fax at 206-781-2270 or by email at Seattle@edlen.com so that we may assist you.

Thank you for your cooperation.

Edlen Electrical Exhibition Services
Seattle, Washington

5931 4th Avenue South
Seattle, WA 98108
P (206) 781 - 2411
F (206) 781 - 2270

ELECTRICAL ORDER FORM

Advance Order Deadline Date: 4/3/15

E ☐ M ☐

EDLEN The Power People | Washington State Convention Center at convention place

ELECTRICAL EXHIBITION SERVICES
5931 4th Avenue South, Seattle, WA 98108
Ph: (206) 781-2411 Fax: (206) 781-2270
Seattle@edlen.com

COMPANY:		BTH #	
EVENT:	**APA 2015 National Planning Conference**		
FACILITY:	**Washington State Convention Center**		
DATES:	**April 18—21, 2015**		

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/ delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at 1.5 times the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-11-06-13-SE-WSCC

ELECTRICAL OUTLETS -

	QTY Show Hours Only	QTY 24hrs/day 1.5 x rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			95.00	142.50	
1000 WATTS (10 AMPS)			120.00	180.00	
1500 WATTS (15 AMPS)			140.00	210.00	
2000 WATTS (20 AMPS)			160.00	240.00	
208 VOLT SINGLE PHASE					
20 AMPS			220.00	330.00	
30 AMPS			270.00	405.00	
60 AMPS			450.00	675.00	
208 VOLT THREE PHASE					
20 AMPS			350.00	525.00	
30 AMPS			420.00	630.00	
60 AMPS			650.00	975.00	
100 AMPS			950.00	1425.00	
200 AMPS			1900.00	2850.00	

LIGHTS (Cost of Arm Lights include power and 1 hour labor to install & remove)

1000 WATT OVERHEAD QUARTZ PACKAGE*		650.00	975.00	
*Package price includes one quartz light, material, installation, lift, one focus and dismantle				
ARM LIGHT (Only mounts to hard wall		95.00	142.50	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		21.00	
POWER STRIP		21.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		94.00	
OT (Mon-Fri, 4:30pm-8am, all day Sat. & Sun.)		141.00	
DT (All day on Holidays)		188.00	

SUB TOTAL	
SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 9.5% SALES TAX	
PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL: PHONE #:

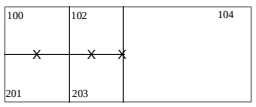
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

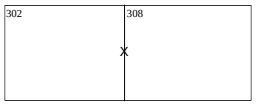
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line, peninsula booths and to a single location of an island booth. If no outlet location is indicated, Edlen will install to the most convenient location as determined by Edlen staff.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

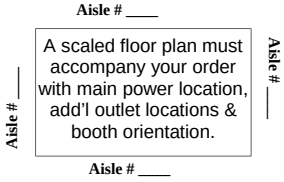
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



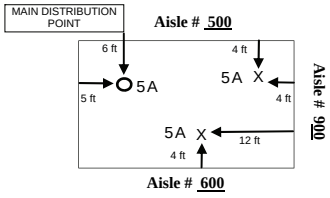
(IN-LINE BTHS) (PENINSULA)



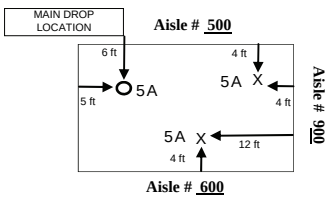
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Order Deadline Date: 4/3/15

ELECTRICAL EXHIBITION SERVICES
5931 4th Avenue South, Seattle, WA 98108
Ph: (206) 781-2411 Fax: (206) 781-2270
Seattle@edlen.com

COMPANY:		BTH #	
EVENT:	**APA 2015 National Planning Conference**		
FACILITY:	**WSCC**		
DATES:	**April 18—21, 2015**		

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

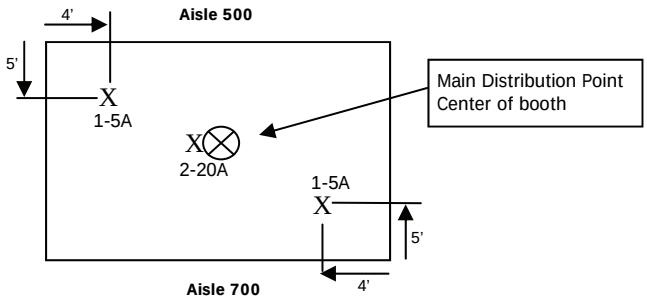
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet and flooring
2. Electrical distribution overhead and/or through booth structure
3. Connection and hard-wiring of all 208V or higher services, electrical motors, dimmers, disconnects or sound and projection equipment
4. Wiring of overhead signs
5. Hardwiring of any electrical apparatus
6. Condor for installation of electrical signs and/or rotators

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
   - A. Floor plans must include exact outlet locations with dimensions or be to scale.
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
   - C. Power comes from the ceiling. Identify a main power location we can deliver the power to. Power is distributed from that point.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Order Deadline Date: 4/3/15

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ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight Time	94.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays	
Over Time	141.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday & Sunday	
Double Time	188.00 per hour
All day on holidays	

LIFT RATES

Lift (30' or less, for higher lifts contact us for custom quote)	100.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 4/3/15

ELECTRICAL EXHIBITION SERVICES
5931 4th Avenue South, Seattle, WA 98108
Ph: (206) 781-2411 Fax: (206) 781-2270
Seattle@edlen.com

COMPANY:		BTH #	

EVENT: **APA 2015 National Planning Conference**

FACILITY: **WSCC**

DATES: **April 18—21, 2015**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214
ACH Direct Deposit
ABA# 125000024 Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTERCARD**

☐ **AMX** ☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #				
CREDIT CARD NUMBER:			EXP DATE:	
CARD HOLDER SIGN:		PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE				
ADDRESS:	CITY:		ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
9.5% SALES TAX	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 4/3/15

EDLEN The Power People | Washington State Convention Center at convention place

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COMPANY:		BTH #	
EVENT:	**APA 2015 National Planning Conference**		
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DATES:	**April 18—21, 2015**		

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

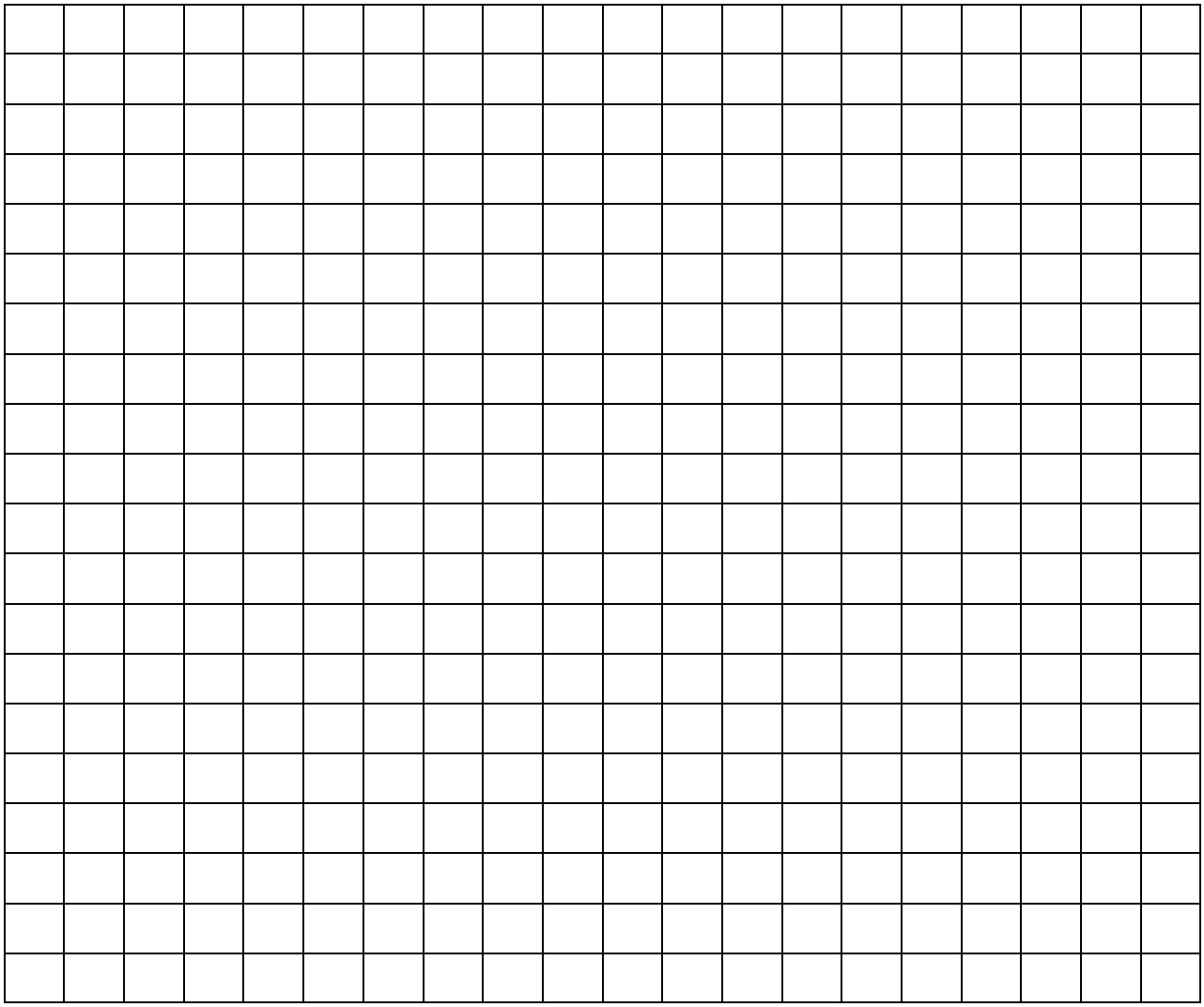
X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING ORDER FORM

Advance Order Deadline Date: 4/3/15 E ☐ M ☐

EDLEN The Power People — Washington State Convention Center at convention place

ELECTRICAL EXHIBITION SERVICES
5931 4th Avenue South, Seattle, WA 98108
Ph: (206) 781-2411 Fax: (206) 781-2270
Seattle@edlen.com

COMPANY:		BTH #	

EVENT: **APA 2015 National Planning Conference**

FACILITY: **WSCC**

DATES: **April 18—21, 2015**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS
There is a minimum labor charge of 1 hour for delivery and 1 hour for removal of each air, water and drain outlet. Additional labor charges may be assessed for non-standard services.

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine order an additional connection for each machine. *Air and drain services are **not** available on the 6th floor.*

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis.
Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-11-06-13-SE-WSCC

UTILITY SERVICES		Advance	Regular	Total
COMPRESSED AIR: 90-100 LBS. Psi				
____	Air Outlet at Rear of Booth	365.00	$547.50	
____	Additional Connections within the Same Booth	$100.00	$150.00	
____	CFM requirements (There is a 5 CFM min. charge per outlet)	$7.50/cfm	$11.25/cfm	

Remember to order CFM with air services. **Connection size see # 9 on back of form.**

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)				
____	Water Outlet at Rear of Booth	$300.00	$450.00	
____	Additional Connections within the Same Booth	$185.00	$277.00	
	# of connections required: _____ Size of connection: _____			
	PSI required: _____ GPM Required: _____			
DRAIN LINES (Time and material charges will apply when pumps are required to drain services.)				
____	Drain Outlet at Rear of Booth	$300.00	$450.00	
____	Additional Connections within the Same Booth	$180.00	$270.00	
	Number of connections required: _____ Size of connection required: _____			
FILL & DRAIN (Edlen is not responsible for sediment or the color of water. Labor is required.)				
____	1 – 50 Gallons	$120.00	$180.00	
____	51 – 200 Gallons	$300.00	$450.00	
____	201 – 500 Gallons	$340.00	$510.00	
____	Each Additional 100 Gallons up to 1,000 Gallons	$45.00	$67.50	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)		
____	ST (Monday-Friday 8:00 PM – 4:30 PM (Except Holidays)	$94.00
____	OT (Mon - Fri 4:30 PM – 8:00 AM (All Day Saturday & Sunday)	$141.00
____	DT (Holidays)	$188.00

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)	
Natural Gas Service Available in Some Locations — Call for Quote	

SUB TOTAL	
SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 9.5% SALES TAX	
TOTAL PAYMENT	

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL: PHONE #:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when the exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 3/8" snap-in quick release.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.

SmartCity

Washington State Convention Center
www.wscc.com

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name: **APA 2015 National Planning Conference**
Billing Company Name:		Show Dates: **4 / 17 / 15** To **4 / 22 / 15**
Billing Company Address:		Incentive Order Deadline: **4/1/15**
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=020

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Dedicated Wired Internet	**Premium Wired Internet**	**Basic Wired Internet**
Routers Allowed	**No wired or wireless routers**	**No wired or wireless routers**
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for:	**Recommended for**:	**Recommended for**:
• Web Casting • HD Streaming • Routers(wired or wireless)	• Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	• Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only**

Important! All online orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,810	$11,772	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

Effective January 1, 2015 – December 31, 2015 | **Customer No: 2015 - 020 - 363**

Network Security Declaration

Center: Washington State CC (020) - WA
Show: APA 2015 National Planning Conference
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 020 - 363

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date

Security Updates Last Performed: _____ Date

Are You Renting Computers? ☐ Yes ☐ No

Rental Company Name: _____

Rental Company Contact: _____

Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ Signature

_____ Date

_____ Printed Name

_____ Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

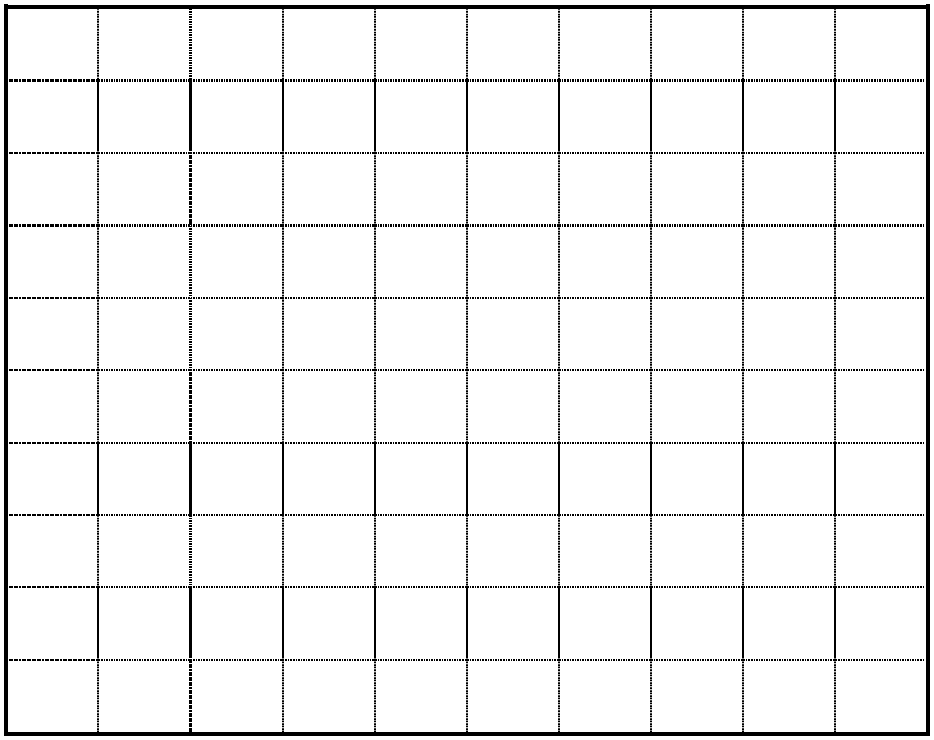
Center: Washington State CC (020) - WA
Show: APA 2015 National Planning Conference

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 020 - 363

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

Center: Washington State CC (020) - WA
Show: A B C Example Show
Company Name: A B C Example Company
Booth / Room #: 1 2 3 4
Customer / Ref #: 2015 - 020 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

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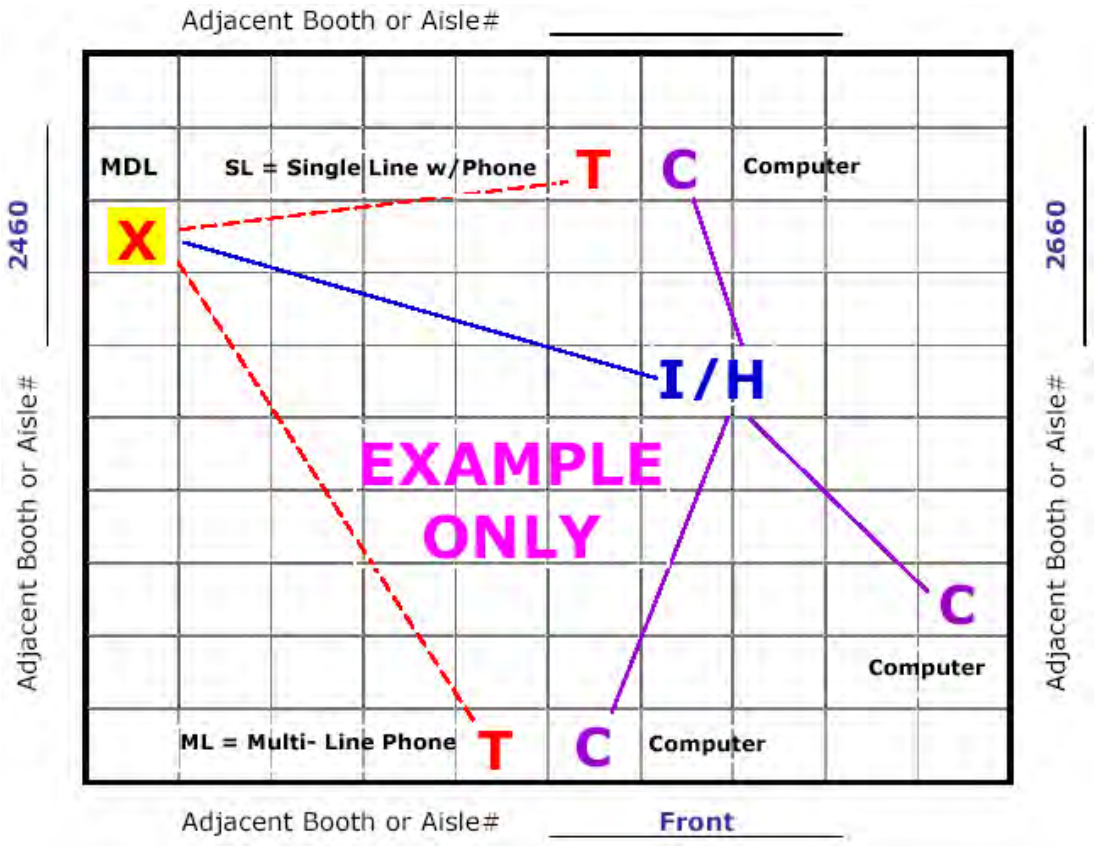

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.

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American Planning Association
APA Annual Conference 2015
April 18-21, 2015
Washington State Convention Center
Seattle, Washington

PSAV PRESENTATION SERVICES

Official Contractor AV & Computers

Questions? Call 206.694.5124 or email: robertsmith@psav.com

Submit your order via email or fax: 866.835.9074

CUSTOMER INFORMATION

Booth Name: _____ Booth Number: _____

Company: _____ On-site Contact: _____

Address: _____ On-site Cell: _____

City: _____ State & Zip: _____

Deliver/Setup:

Ordered By: _____ Fax: _____ Requested Delivery Date: _____

Phone: _____ Email: _____ **Select One:** 8am-10am ☐ 10am-12noon ☐ 1pm-3pm ☐

ALL PRICING IS FOR THE LENGTH OF SHOW **Please call for items not listed on form.**

		Qty		On or Before 4/4/15	On or After 4/5/15	Total
LCD Monitors	**Please Select One**		**20%**	**Discount Rate**	**Standard Rate**	
24" LCD Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	320.00	$ 400.00	
32" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	550.00	$ 690.00	
40" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	760.00	$ 950.00	
46" LCD Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	1,010.00	$ 1,260.00	
55" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	1,240.00	$ 1,550.00	
Chrome Floor Stand (For PSAV 32" or larger monitors only)	☐ Shelf ☐ No Shelf		$	230.00	$ 290.00	
Specialty Equipment	**Please Select One**					
42" LCD Dual-Touch Touchscreen Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$	1,105.00	$ 1,380.00	
46" Seamless LCD Video Wall Displays Available				***Please Call for Quote***		
70" or Larger LCD/LED Video Monitors Available				***Please Call for Quote***		
Single-Touch and Multi-Touch Touchscreens Available				***Please Call for Quote***		

IMPORTANT INFORMATION

Please let us know what source(s) will be used with the monitor(s) selected above, if providing your own:

PC Laptop(Qty) _____ ***(please select output below)*** **iPad or Mac(Qty)** _____ ***(please select output below)***

☐ **HDMI** ☐ **VGA** ☐ **Display Port** ☐ **Mini Display Port** ☐ **30pin** ☐ **Lightning** ☐ **Mini Display Port** ☐ **Thunderbolt**

DVD Playback Device_____;(***please select output below***) **Multiple sources** _____; **Other (please specify)**_____

☐ **HDMI** ☐ **VGA** ☐ **Component** ☐ **Composite**

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)				
Desktop - i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010		$ 505.00	$ 630.00	
Laptop - i5 Quad Core, 2.4 GHz, Win7, 2G RAM, 129G HD, DVD-RW, MS Office 2010		$ 440.00	$ 550.00	
Presentation Computer - Windows				
Laptop - Intel i7 Quad Core, 2.8Ghz, Win7, 4GB RAM, 440GB HD, DVD-RW,MS Office 2010		$ 505.00	$ 630.00	
Computers - Macintosh				
MAC Mini Dual Core, 2.5Ghz, Mac OSX Lion, 4GB RAM, 500GB HD, DVD-RW *(Monitor not included)*		$ 400.00	$ 500.00	
21.5" iMAC Dual Core, 2.5GHz, Mac OSX Lion, 4G RAM, 500GB HD, DVD-RW, Built-in 21.5" Monitor		$ 465.00	$ 580.00	
Computer Accessories & Printers				
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)		$ 230.00	$ 290.00	
Keyboard and Mouse - Wired		$ 30.00	$ 35.00	
Keyboard and Mouse - Wireless		$ 55.00	$ 70.00	
Computer Speakers w/ Subwoofer		$ 40.00	$ 50.00	
Miscellaneous				
Blu-Ray DVD Player (Plays both standard DVD and Blu-Ray DVD)		$ 160.00	$ 200.00	
Distribution Amplifier (**DA**) (1x4) (***If needed Please Select One***) ☐ **VGA** ☐ **DVI** ☐ **HDMI**		$ 60.00	$ 75.00	

PSAV reserves the right to modify this form at any time. **Page Total**

Rev 5/14

Continue next page

American Planning Association
APA Annual Conference 2015
April 18-21, 2015
Washington State Convention Center
Seattle, Washington

PSAV PRESENTATION SERVICES

Official Contractor AV & Computers

Company: _____ Booth #: _____

				Total Page One	
Audio	**Please Select One**	**QTY**	**20% Discount Rate**	**Standard Rate**	
Wired Microphone	☐ Handheld ☐ Lav		$ 70.00	$ 90.00	
UHF Wireless Microphone	☐ Handheld ☐ Lav		$ 280.00	$ 350.00	
UHF Wireless Microphone - **Headset**			$ 280.00	$ 350.00	
Individual Self Powered Speaker with stand *(up to 10 people)*			$ 85.00	$ 105.00	
Small Exhibit Sound System with (2) speakers and (2) stands *(up to 50 people)*			$ 200.00	$ 250.00	
Large Exhibit Sound System with (2) speakers, (2) stands and 4ch mixer *(up to 100 people)*			$ 245.00	$ 305.00	
Custom Exhibit Sound Package			***Please Call for Quote***		
Audio Distribution Amplifier (1x4)			$ 60.00	$ 75.00	
4 Channel Audio Mixer			$ 70.00	$ 90.00	
Additional Equipment - ***Please call Exhibit Services at 800.966.4498 for specialty equipment and services not listed.***					

Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged after the show ends.
- PSAV will **NOT** deliver equipment to an unattended room. An authorized representative must sign for all equipment.
- Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. **($75 minimum charge.)**
- Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

IMPORTANT: ***PSAV Cancellation Policy - All cancellations must be submitted in writing.***
Cancellations received by PSAV on or after: **4/7/2015** are subject to a charge of 50% of the order total. Cancellations received less than 72 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.

**** Wall Mounting Or Floor Stand Mounts***

Seattle Rates	ST Hours (1.0X)	$88.00	Monday - Friday 8am to 5pm
	OT Hours (1.5X)	$132.00	Monday - Friday 5pm to 12am; Saturday after 8 hours
	DT hours (2.0X)	$176.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours

Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to installation.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.

Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

Equipment Rental Total	
30% Delivery & Pickup Labor **($75 Minimum)**	
Wall or Floor Mounting Monitor(s) add **$176.00** **PER** monitor	
Damage Waiver **12%** of Rental Total **Yes** ☐ **No** ☐	
9.500% Sales Tax Rental Total & Del/Pickup Labor	
Grand Total	

LABOR NOTICE: In venues where union participation is mandatory, delivery and pickup times are not guaranteed.

CREDIT CARD INFORMATION circle one VISA MasterCard AMEX DISCOVER Diners Club International

Name on Card: _____ Company: _____

Card Number: _____ Billing Address: _____

Expiration Date: _____ City: _____

State/Zip: _____

Card Holder Signature: _____ Phone Number: _____

Mail order with Payment to: PSAV ***Paying by Check?*** ☐ Please allow PSAV to confirm total PRIOR to SENDING check.

800 Convention Place, Seattle, WA 98101 Tel: 206.694.5124 Fax: 866.835.9074

Wire Transfer: Call for instructions *International orders can take up to one week to receive, please plan accordingly.*

American Planning Association
APA Annual Conference 2015
April 18-21, 2015
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Seattle, Washington

PSAV PRESENTATION SERVICES

Official Contractor Meeting Rooms

Questions? Call 206.694.5124 or email: robertsmith@psav.com

MEETING ROOM PRICING ONLY
Submit your order via email or fax: 866.835.9074

CUSTOMER INFORMATION

Alternate Venue: _____ Meeting Room Name / No: _____

Company: _____ On-site Contact: _____

Address: _____ On-site Cell: _____

City: _____ State & Zip: _____ **Meeting Start** Date: _____ Time: _____ **Meeting End** Date: _____ Time: _____

Ordered By: _____ Fax: _____

Phone: _____ Email: _____

ALL PRICING IS PER DAY — Please call for items not listed on form.			Total Days	Qty	On or Before 4/4/15	On or After 4/5/15	Total
Meeting Room Packages					20% Discount Rate	Standard Rate	
Audience Response System (ARS) Package					*Please Call for Quote*		
Audio/Video Recording Package					*Please Call for Quote*		
LCD Monitors					20% Discount Rate	Standard Rate	
24" Flat Panel Video and Data Monitor (16:9)	☐ *Wall Mount	☐ Tabletop			$ 175.00	$ 220.00	
32" Flat Panel Video and Data Monitor (16:9)	☐ *Wall Mount	☐ Tabletop			$ 270.00	$ 340.00	
40" Flat Panel Video and Data Monitor (16:9)	☐ *Wall Mount	☐ Tabletop			$ 370.00	$ 460.00	
46" Flat Panel Video and Data Monitor (16:9)	☐ *Wall Mount	☐ Tabletop			$ 460.00	$ 575.00	
55" Flat Panel Video and Data Monitor (16:9)	☐ *Wall Mount	☐ Tabletop			$ 595.00	$ 745.00	
Chrome Floor Stand (For PSAV 32" or larger monitors only)	☐ Shelf	☐ No Shelf			$ 85.00	$ 105.00	

IMPORTANT INFORMATION

Please let us know what source(s) will be used with the monitor(s) selected above, if providing your own:

PC Laptop(Qty) _____ *(please select output below)* **iPad or Mac(Qty)** _____ *(please select output below)*

☐ **HDMI** ☐ **VGA** ☐ **Display Port** ☐ **Mini Display Port** ☐ **30pin** ☐ **Lightning** ☐ **Mini Display Port** ☐ **Thunderbolt**

DVD Playback Device_____;(please select output below) **Multiple sources** _____; **Other** (please specify)_____

☐ **HDMI** ☐ **VGA** ☐ **Component** ☐ **Composite**

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)						
Desktop - i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010				$ 290.00	$ 360.00	
Laptop - i5 Quad Core, 2.4 GHz, Win7, 2G RAM, 129G HD, DVD-RW, MS Office 2010				$ 250.00	$ 315.00	
Presentation Computer - Windows						
Laptop - Intel i7 Quad Core, 2.8Ghz, Win7, 4GB RAM, 440GB HD, DVD-RW,MS Office 2010				$ 265.00	$ 330.00	
Projectors & Screens						
3200 Lumens LCD Video & Data Projector				$ 370.00	$ 460.00	
5200 Lumens LCD Video & Data Projector				$ 690.00	$ 860.00	
Projection Support Package w/ Projector Stand, Tripod screen **(circle size below)**, VGA & power cables				$ 95.00	$ 120.00	
Tripod Projection Screen **Select size: 5' 6' 7' 8'**				$ 35.00	$ 45.00	
Fastfold Front Projection Screen 6' x 8' with dress kit				$ 100.00	$ 125.00	
Fastfold Front Projection Screen 7.5' x 10' with dress kit				$ 135.00	$ 170.00	
Miscellaneous						
Safelock Projector Stand				$ 20.00	$ 25.00	
54" Rolling Cart w/ Black Skirt				$ 30.00	$ 35.00	
Wireless Mouse / Slide Presenter				$ 60.00	$ 75.00	
Digital Speaker Timer				$ 50.00	$ 65.00	
Laser Pointer				$ 40.00	$ 50.00	
Flipchart, Easel, Pad and Markers				$ 35.00	$ 45.00	

PSAV reserves the right to modify this form at any time.

Page Total

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American Planning Association
APA Annual Conference 2015
April 18-21, 2015
Washington State Convention Center
Seattle, Washington

PSAV PRESENTATION SERVICES

Official Contractor Meeting Rooms

Company: _____ Meeting Room Name / No: _____

Total Page One

Audio & Video Accessories	Please Select One	Days	Qty	20% Discount Rate	Standard Rate	
Wired Microphone	☐ Handheld ☐ Lav			$ 30.00	$ 35.00	
UHF Wireless Microphone	☐ Handheld ☐ Lav			$ 115.00	$ 145.00	
UHF Wireless Microphone - **Headset**				$ 205.00	$ 255.00	
Sound System with (2) speakers (2) stands (up to 50 people)				$ 160.00	$ 200.00	
Sound System with (2) speakers, (2) stands and 4ch mixer *(up to 100 people)*				$ 190.00	$ 240.00	
Custom Meeting Room Sound Package				***Please Call for Quote***		
4 Channel Audio Mixer				$ 35.00	$ 45.00	
PC Direct Input Box (for laptop audio)				$ 40.00	$ 50.00	
Blu-Ray DVD Player (Plays both standard DVD and Blu-Ray DVD)				$ 90.00	$ 110.00	
Distribution Amplifier (**DA**) (1x4) (***If needed Please Select One***)	☐ VGA ☐ DVI ☐ HDMI			$ 60.00	$ 75.00	
Operator & Technician Labor						
i.e. Audio Technician, Slide Projectionist, Video Engineer, PowerPoint Technician, etc.				***Please Call for Quote***		
Additional Equipment - ***Please call Exhibit Services at 800.966.4498 for specialty equipment and services not listed.***						

Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged after the show ends.
- PSAV will **NOT** deliver equipment to an unattended room. An authorized representative must sign for all equipment.
- Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. **($75 minimum charge.)**
- Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

IMPORTANT: ***PSAV Cancellation Policy - All cancellations must be submitted in writing.***
Cancellations received by PSAV on or after: **4/7/2015** are subject to a charge of 50% of the order total. Cancellations received less than 24 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.

Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

LABOR NOTICE: **Labor pricing and guidelines are subject to local union jurisdictions in some locations/facilities. Union jurisdictions and work rules are subject to change at any time, without notice. Please contact Robert Smith at 206.694.5124 for an accurate quotation, including all required labor.**

Rental Total	
30% Delivery & Pickup Labor **($75 Minimum)**	
Damage Waiver **12%** of Rental Total **Yes** ☐ **No** ☐	
9.500% Sales Tax Rental Total, Del/Pickup Labor, & Waiver	
Grand Total	

CREDIT CARD INFORMATION circle one VISA MasterCard AMEX DISCOVER Diners Club International

Name on Card: _____ Company: _____

Card Number: _____ Billing Address: _____

Expiration Date: _____ City: _____

State/Zip: _____

Card Holder Signature: _____ Phone Number: _____

Mail order with Payment to: PSAV ***Paying by Check?*** ☐ Please allow PSAV to confirm total PRIOR to SENDING check.

800 Convention Place, Seattle, WA 98101 Tel: 206.694.5124 Fax: 866.835.9074

Wire Transfer: Call for instructions *International orders can take up to one week to receive, please plan accordingly.*

Rev 7/13 MR1

Washington State Convention Center
at convention place

aramark

Exhibitor Hospitality Packet

ARAMARK, the Washington State Convention Center's exclusive food and beverage partner for **APA 2015 National Planning Conference** welcomes you as one of their leading exhibitors. With competition increasing every day in the exhibit hall, it's best to present fresh ideas and creative marketing techniques generating a return on your booth investment.

Unique, tasty food and beverage programs help attract key decision-makers to your exhibit booth. Our celebrated and certified culinary team is innovative, creating eye-appealing displays incorporating local ingredients with mouth-watering flavors.

Well-presented foods and beverage service are perishable. We recommend placing your order as quickly and efficiently as possible. Our service staff is trained to assist exhibitors to enhance the experience in your booth and maximize your marketing tactics.

Let us know your objectives. We'll take care of the details, making your booth visitors refer others to your booth and remember your company for months and years.

Bon Appétit!

Lauren Adams
Catering Sales Coordinator

Phone: 206-694-5110
Fax: 206-694-5398
E-mail: adams-lauren@aramark.com

Refreshments

Booth orders are not billed on Consumption

	Advanced Price	Show Price
Water		
Spring Water– Pure spring water in a 16.9 oz 100% compostable, Eco friendly bottle. Price is per bottle	**$3.25++**	**$3.75++**
Water Bubbler-Daily water bubbler rental includes first five gallon jug on the house and unlimited 1005 compostable cups. Electrical specs: 110 volt, 20 amp	**$150.00++**	**$165.00++**
Additional 5 gallon jugs	**$50.00++**	**$55.00++**
Sparkling Water-Assorted flavors. Price per bottle	**$3.75++**	**$4.25++**
Chilled Beverages		
Iced Tea-Served with lemon wedges. Price per gallon	**$55.00++**	**$60.00++**
Lemonade-Choice of Lemon, strawberry or pomegranate. Price per gallon	**$50.00++**	**$54.00++**
Fruit Punch-Price per gallon	**$40.00++**	**$44.00++**
Assorted Bottled Fruit Juice-Price per bottle	**$3.75++**	**$4.25++**
Assorted Soft Drinks– Coca-Cola® Products.	**$3.25++**	**$3.60++**
Hot Beverages		
Freshly-Brewed Coffee-Regular or Decaf Seattle's Best. Price per gallon. Served with all appropriate condiments	**$58.00++**	**$61.00++**
Numi®Organic Teas-Selection of spiced, herbal & organic black teas. Accompanied with lemon & honey. Price per gallon	**$58.00++**	**$61.00++**
House Made Hot Chocolate-With mini marshmallows. Price per gallon	**$60.00++**	**$65.00++**
Spiced Washington Apple Cider-House-made 7 served with cinnamon sticks, mace, juniper, nutmeg & cloves.	**$55.00++**	**$60.00++**

++ Denotes 18.5% Administrative charge and 9.5% State Sales Tax. Prices subject to change and without prior notice

Snack Items

All snack items are individually packaged and priced per dozen except where noted. Minimum order of two dozen

	Advanced Price	Show Price
Sweet		
Oreo® Cookies	**$30.00++**	**$35.00++**
Nutter Butter® Cookies	**$30.00++**	**$35.00++**
Assortment of full sized candy bars	**$36.00++**	**$40.50++**
Rice Krispies® Treats	**$42.00++**	**$46.50++**
Hershey's® mini chocolate bars-priced per pound	**$30.00++**	**$35.00++**
Savory		
Cheez-it® Crackers	**$33.00++**	**$36.50++**
Peanuts	**$39.00++**	**$43.00++**
Chex Mix®	**$39.00++**	**$43.00++**
Erin's® Popcorn	**$39.00++**	**$43.00++**
Tim's Cascade® Potato Chips	**$39.00++**	**$43.00++**
Cracker Jacks®	**$39.00++**	**$43.00++**
Pretzels	**$39.00++**	**$43.00++**
Trail Mix	**$45.00++**	**$50.00++**
Cashews	**$45.00++**	**$50.00++**
Healthful		
Mozzarella Cheese Sticks	**$24.00++**	**$26.50++**
Fruit & Oat Bars	**$33.00++**	**$36.50++**
Granola Bars	**$33.00++**	**$36.50++**
Fresh Whole Fruit	**$42.00++**	**$46.50++**
Power Bars®	**$48.00++**	**$53.00++**
Low Carb Bars®	**$48.00++**	**$53.00++**
Individual Yogurts	**$42.00++**	**$46.50++**
Chilled		
Novelty Ice Cream Bars	**$36.00++**	**$40.50++**
Frozen Fruit Bars	**$45.00++**	**$50.00++**
Häagen-Dazs® Gourmet Ice Cream Bars	**$60.00++**	**$66.00++**

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Meeting Breaks

Fresh from our bakery. Priced per dozen. Minimum order of two dozen

	Advanced Price	Show Price
Morning Selections	**$42.00++**	**$44.00++**
Bagel assortment with cream cheese		
Sliced breakfast breads		
Cinnamon Buns		
Sliced coffee cake		
Mini croissants		
Danish Pastries		
Assorted house made muffins		
Assorted berry scones		
Brioche		
Afternoon Selections	**$42.00++**	**$44.00++**
Nanaimo bars		
Coconut Macaroons		
Chocolate dipped & regular biscotti		
Assorted shortbread cookies		
Bittersweet chocolate brownies		
Walnut praline brownies		
Assorted Fresh baked cookies		
Lemon bars		
Coconut cream bars		
Key lime bars		
Sheet Cake		
Two week lead time required.		
You cant find a sweeter way to advertise! Perfect for product launch parties & anniversaries		
Full Sheet (serves 90)	**$200.00++**	**$225.00++**
Half Sheet (serves 45)	**$145.00++**	**$165.00++**
Cupcakes per dozen (5 dozen minimum)	**$57.00++**	**$63.00++**
Add a dedicated attendant to serve for $180.00++ (priced per 4 consecutive hours)		
Dessert Platters-each serve 25		
Assorted house-made chocolate biscotti	**$83.25++**	**$108.25++**
Assorted house-made petits fours	**$83.25++**	**$108.25++**
Assorted house made tea cookies	**$83.25++**	**$108.25++**
Chocolate dipped coconut-almond macaroons	**$100.00++**	**$125.00++**
Chocolate dipped strawberries	**$100.00++**	**$125.00++**

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Refreshment Break Packages

Each package serves 25

	Advanced Price	Show Price
Continental Breakfast House-made pastries, muffins, fruit salad, individual fruit juices, freshly brewed coffee & Numi hot tea.	**$450.00++**	**$475.00++**
Finger Sandwich Break Black forest ham on rye Tomato, cucumber & cream cheese on wheat Roasted Portobello mushroom on focaccia Mini scones & tea cookies Served with freshly brewed coffee & Numi Teas	**$375.00++**	**$412.50++**

Box Lunches

Now 100% compostable! All box lunches are priced per person and include a choice of soft drink or bottled water. **Choose a maximum of three varieties**

	Advanced Price	Show Price
Boxed Sandwiches Includes house side salad, fresh whole fruit, and our signature house-made cookie Turkey Bacon Club Wrap Honey-Baked Ham & Jalsberg Roast Beef & Provolone Smoked Turkey & Havarti Cheese Grilled Vegetables	**22.00++**	**25.00++**
Boxed Salads Includes house-made roll, fresh whole fruit, and our signature house-made cookie Grilled Chicken Caesar Local Spinach Salad– with fresh oranges, red onion, candied walnuts, tomatoes, honey-Dijon mustard	**$22.00++**	**$25.00++**

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Reception Displays

Priced per platter that serves 25 guests. Additional Hors d'oeuvre selections and reception packages are available. Ask you catering representative for details!

	Advanced Price	Show Price
Market Vegetable Crudités- With buttermilk ranch & garlic bleu cheese dips	**$150.00++**	**$175.00++**
Marinated Grilled Vegetables- Seasonal vegetable assortment	**$165.00++**	**$190.00++**
Import & Domestic Cheeses- With assorted crackers	**$175.00++**	**$200.00++**
Artisan Washington Cheeses- Includes an assortment of local cheeses, dried fruit, candied walnuts and organic crackers	**$250.00++**	**$275.00++**
Seasonal Sliced Fresh Fruit	**$150.00++**	**$175.00++**
Northwest Bruschetta Station- Local tomato bruschetta, olive tapenade, white bean spread, cranberry & walla walla onion marmalade, accompanied with organic artisan crackers & crostini	**$225.00++**	**$250.00++**
Italian Antipasti / Local Salami- Prosciutto, capocollo, dry salami, shaved asiago cheese, marinated olives, roasted Portobello, garlic & peppers. Served with crusty baguettes	**$275.00++**	**$300.00++**
Potato Chips with French Onion Dip	**$143.75++**	**$168.75++**
Tortilla Chips with Pico De Gallo- And Tomatillo Salsa	**$168.75++**	**$193.75++**
Pita Chips with Hummus & Spinach Dips	**$168.75++**	**$193.75++**
Fancy Mixed Nuts	**$168.75++**	**193.75++**

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Exhibitor Bar

Exhibitor Bar Packages

Beer, wine and spirits are charged upon consumption. There is a $180.00 charge per bartender for up to 4 hours of service. Additional hours will be charged $45.00 per additional hours.

House Liquor
$9.00++ per drink

Premium Liquor
$10.00++ per drink

Top Shelf Liquor
$11.00++ per drink

Northwest Wines by the Glass
Featured House Red and White
$8.50++ per glass

Premium Selection of Red & White
$9.50++ per glass

*Ask your catering specialist for additional Washington wines from our extensive award winning wine list.

Beers by the bottle

Domestic and Non-Alcohol	Imported	Washington Microbrews
Budweiser	Corona	Pike Place Pale Ale
Miller lite	Heineken	Redhook ESB
O'Doul's		Rotating Seasonal Selections
$7.00++	**$7.50++**	**$7.50++**

Alcohol Services

ARAMARK, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Washington State Liquor Control Board regulations. In compliance with Washington state law, all beer, wine and liquor is supplied and served by ARAMARK. No alcoholic beverages may be removed from the Convention Center. Exhibitors are strictly prohibited from providing their own alcoholic beverages in accordance with Washington State Liquor Control board regulations. Customer must comply with all applicable local and state liquor laws.

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Specialty Traffic Promoter Items

	Advanced Price	Show Price
Popcorn Machine Rental (300 servings)- Capacity: 132 (1 oz.) servings/hour .requires 9.5amp 120volt. Attendant is mandatory . Pricing includes a four hour consecutive service with a dedicated attendant. Complimentary popcorn kit for first day's rental, and service table. Popcorn machine must sit on a covered surface. Client must set up daily porter service for booth and surrounding areas.	**$650.00++**	**$700.00++**
Additional Popcorn Kits- Kit includes popcorn, popcorn bags, scoop, napkins & latex gloves. Serves about 300.	**$100.00++**	**$110.00++**
Additional Service/Attendant hours- See your Catering rep for additional details	**$180.00/hr**	**$180.00/hr**
Otis Spunk-Meyer Cookie Oven- Bake and serve hot cookies from a table top oven! Capacity: 1 dozen cookies/15 min. Approx. size:2'x2' Requires 120 volts, 11.3 amps, 1,350 watts, 60Hz Attendant mandatory. Pricing includes a four hour consecutive service, dedicated attendant, one complementary case for first day rental, all baking/serving supplies and service table.	**$650.00++**	**$700.00++**
Choose one of the following flavors: Chocolate chip, white chocolate chip, oatmeal raisin or peanut butter		
Additional Case of Cookies- Serves approx. 210-220	**$180.00++**	**$200.00++**
Additional Service/Attendant Hours- See your catering rep for additional details	**$180.00/ hr**	**$180.00/ hr**
Fresh Fruit Smoothie Bar (150 servings)- Area required: 6.5"x5.5" requires one standard 110 power source. Attendant mandatory. Pricing includes commercial grade blender, cups, napkins, service table 7 drinks made to order. Seasonal Berries, Bananas, Yogurt & Orange Juice	**$1,000.00++**	**$1,200.00++**
Catering Attendant Per 4 hour service	**$180.00/ hr**	**$180.00/hr**
Infused Water Station- Area required: 6'x30" table/space. Pricing includes equipment, 3 gallons of each flavor (Cucumber, Lemon, Basil) cups, straws, napkins &service table	**$360.00++**	**$460.00++**

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Specialty Traffic Promoter Items

	Advanced Price	Show Price
Jumbo Soft Pretzels(150 servings)- Serve freshly baked pretzels from a table top warmer with yellow mustard and melted cheese accompaniments! Requires 120 volts, 9.5 amps, Attendant mandatory. Area required: 6'x30" table/space. Pricing includes a four hour consecutive service, dedicated attendant, three complementary case for first day's rental, all serving supplies and service table.	**$800.00++**	**$875.00++**
Additional Cases of Pretzels- 50 Pretzels per case	**$150.00++**	**$175.00++**
Additional Service/Attendant hours- See your Catering rep for additional details	**$180.00/hr**	**$180.00/hr**
Hosted Espresso Cart- Area Required: 6.5'x5.5' Cart Dimensions: 80"x32"x70" Requires 30 amp, 208 volt, One Phase. Attendant is mandatory. Limited availability. Pricing includes a four hour consecutive service, dedicated attendant, unlimited specialty hot & iced espresso drinks, cups, sleeves, napkins & all appropriate condiments. Personalize your espresso cart service with your company's signage! Poster board signs measuring 41.5"x 26.5" will slide into our pre-existing sign holders. No tape, staples, Velcro, nails or push pins please.	**$1,500.00++**	**$1,600.00++**
Additional Service/Attendant Hours- See your catering rep for additional details	**$180.00/ hr**	**$180.00/ hr**
Keurig Instant Coffee Machine- Area required: 6'x30" table/space. Requires 120 volts, 9.5 amps. Enjoy a fresh brewed cup of coffee in less than 20 seconds! Priced per day. Daily price includes unlimited supply of appropriate condiments delivered daily and (1) 24ct box of House Blend Regular on your first day rental.	**$150.00++**	**165.00++**
Additional Boxes of K-cups- 24ct Tully's French Roast Regular 24ct Tully's House Blend Regular 24ct Tully's House Blend Decaf 24ct Bellaccino Hot Cocoa	**$60.00++**	**$60.00++**

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Catering Policies & Additional Information

Unauthorized Food & Beverage…

The Washington State Convention Center is committed to providing the highest quality food and beverage services for our guests. All food and beverages is to be arranged through our catering department. No outside food or beverage of any kind is allowed in the facility by clients, guests or exhibitors without prior written consent of the Food Services General Manager or Director of Catering Sales. Product sampling is restricted to the manufacturer, processor or distributor of the item being displayed by the exhibiting company. All sample items are limited to a 3oz. portion and must be approved of 3 days prior to show start. NO EXCEPTIONS.

Ordering…

We strongly recommend all orders be placed in advance. Place your order by the denoted due date on the order form to lock in Advance Purchase pricing. All orders placed after this due date will be subject to Show Pricing and to product and staff availability. Booth orders are not charged on consumption. All prices are subject to an Administrative Charge of 18.5% and Sales Tax of 9.5% and subject to change without advance notice. Refreshes can be ordered on site by dialing 5078 from any house phone or 206-510-2638. A lead time of 45 minutes or more is required.

Special Orders…

This menu has been designed with exhibitors like yourself in mind. However, should you have special menu needs, please feel free to contact your catering rep. A six week lead time is needed to guarantee special order requests.

Order Confirmation…

Your catering rep will review your food and beverage order and in turn, provide you with written confirmation of the services via separate event orders for each function. These event orders will form part of your contract and are to be confirmed, signed and returned with payment 14 days in advance of the first scheduled service.

Payment Policy…

ARAMARK corporate policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any onsite ordering.

Service Standards…

All services are scheduled to arrive with in 15 minutes from the scheduled start time. Booth orders will carried out on a dressed service table and will include the appropriate variety of disposable service wear. We are pleased to offer service wear that is 100% compostable at no additional charge. Exhibitors are free to provide their own service tables to coordinate booth colors or use logo'd service wear to personalize their event but please give your catering specialist advance notice before doing so. Please note that no part of a booth display, including food and beverage ordered through ARAMARK can extend into the walk ways and aisles of the show floor.

Delivery Charge…

There is a $50.00 booth delivery fee for orders of $200.00 or less.

Changes & Cancellations…

Changes and cancellations must be received 72 Business hours in advance of service. Upon signing of the catering service agreement, cancellations will not be subject to a refund. Late changes are subject to staff and product availability.

Electrical Support…

Exhibitors are responsible for making all electrical arrangements where noted.

Please contact Edlen Electrical Exhibition Services for pricing and service information. (206)781-2411

APA 2015 National Planning Conference Catering Order form

Company Name:_____ Email_____

Company Address:_____ Suite:_____

City:_____ State:_____ Zip:_____

Company Phone: (____)_____ Fax: (____)_____

Name on Contracts:_____ Title:_____

☐ Room or ☐ Booth #:_____ Guest Count:_____

On Site Contact:_____ On Site Phone #: (___)_____
Is the exhibiting company providing the service table for this service?:_____

PLEASE NOTE: Submit completed order forms by March 20th 2015
Orders received after these dates are subject to product and staffing availability. Show pricing will apply to all orders placed after the above due date.

Date	Start Time	End Time	Quantity	Specific Item Description